

# **SAN MATEO NEW MAIN LIBRARY**

**City of San Mateo**

## **BUILDING PROGRAM**

**Revised April 2002**

**San Mateo New Main Library  
Building Program**

**May 2002**

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## **I. OVERVIEW AND INTRODUCTION**

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The mission of the San Mateo Public Library is to “provide resources that preserve the past, reflect the present and explore the future; serve as a gateway for information through technology, engage in partnerships, promote literacy, and invest in a knowledgeable, skilled and responsive staff who offer quality information to a diverse community.”

San Mateo residents are heavy library users – Over 60% of them have library cards. Increasing ethnic and racial diversity among the City’s population is being met by the development of collections in Spanish, Chinese, Japanese and Farsi. The Library is a member of the Peninsula Library System (PLS), which is composed of seven San Mateo County municipal libraries, eleven branches of the San Mateo County Library and the three campuses of the San Mateo Community College District. All of the PLS libraries are linked by means of an automated network, and a delivery system aids in providing public access to over 2,000,000 library items and other shared resources.

### **A. Overview of Need**

The shelving space in the Main Library is no longer adequate for a growing collection. In fact, it has not been adequate for many years. Space and infrastructure for needed technology is lacking; therefore, enhancements are difficult to accommodate. Readers’ seating is inadequate to meet the need, and quiet seating and provisions for group study are non-existent. The Children’s Area is small and crowded. Programs for children must share space with adult activities in the one existing meeting room that has a capacity of 49. According to a 1995 City of San Mateo study, the Main Library falls short of meeting Americans with Disabilities Act (ADA) standards and to meet these standards in aisle widths would mean a loss of 40% of non-fiction shelving, 30% of total current shelving. The aging lighting, power, and mechanical systems cannot meet the demands of the electronic needs of the Library. Parking is limited to 49 spaces, far short of the demand.

As a result of the above space shortage problems in the Main Library several studies made in the past indicate that the building needs to be at least twice its current size of 43,640 square feet. Professional Library Consultants, P.A. were engaged in 1997 by the San Mateo Public Library Board of Trustees to develop a detailed Building Program for the Main Library. Kathryn Page and Associates revised the study in 2000. This copy has been further revised by library staff and by Kathryn Page and Associates to include the content and formatting requirements for the State Grant application. Updates include results of additional public input that has been continually received since 1997 which is reflected in the Needs Assessment Study as well as this Building Program.

The Building Program is intended to provide for traditional public library services but also to incorporate new types of services and their space needs. Quiet reading areas, rooms for group study, technology to allow staff mobility and a teen area are included.

Emphasis is on providing a structure that is user friendly and operationally cost efficient through the use of technology that enables patrons to serve themselves, through a facility that provides services and resources whose access is transparent to the user.

The Library has solicited input and ideas from the public. This input and much more has been provided by the Library and the City to the consultants in carrying out their assignment. This information included demographic and economic data, collection information, a completed detailed questionnaire (supplied by the 1997 consultants) regarding various aspects of the Main Library, and community service and other information relating to the nature and activity of the San Mateo community.

The Program planning process has involved a great deal of staff and community input and participation. In 1997 at the request of the consultants, the Library arranged for a series of focus groups where the consultants solicited participant concerns about their community, how these attitudes and concerns might affect a new Library; what their vision was for future library services; and what specific services they would like to see provided in and/or by the Library. A total of four focus group meetings were held with over 50 participants. The results of these meetings were analyzed and incorporated into this Program as much as possible. (Appendix A)

In addition to the information and concerns gathered through the meetings described above, the consultants met individually with the City Manager and City staff; the Library Board of Trustees; and individually interviewed a number of Library staff members.

Another survey was designed by the library architects, EHDD, in 2001, along with a series of public meetings to provide input into the building features and design. These meetings confirmed the community responses to the 1997 study, with one strong new interest, the desire for a sustainable building both as an environmental concern and for reduced energy consumption as a fiscal concern.

## **B. Project Time Schedule**

Schematic Plan Completion	01/04/02
Site Acquired	05/01/02
Design Development Plans Completion	02/25/03
Working Drawings (90%) Completion	10/05/03
Construction Documents Completion	11/19/03
Project Advertised for Bids	12/04/03
Start of Construction	02/09/04
Estimated Mid-Point of Construction	01/03/05
Completion of Construction	11/29/05
Opening to Public	12/29/05

### **C. Relationship of Building Program to Architectural Design Process**

The Building Program is a blueprint for the architect. The purpose of this Building Program is to:

1. Describe the purpose, function, and scope of the Main Library Building; and
2. Describe the physical requirements, ambiance and aesthetic character of the building as reflected by community concerns and good library service; and
3. Establish and define the specific areas needed in the building, their purposes, size requirements, service capabilities, capacities for readers, collections and staff, and functional relationships; and
4. Project electronic and technology needs and requirements to support developing information services and provide capabilities for both library system-wide and direct public access to electronically available information and referral resources.

This recommended Building Program is not tailored to the present facility and how it might be modified or expanded to meet the programmed requirements. Nor is it tailored to a specific site. It does describe the space needs and architectural features needed to provide quality Main Library services. The site and design considerations followed from the program and the site.

### **D. Library Building Team**

The key players in the library building team are:

City Librarian  
Library Project Manager  
Assistant City Manager-Civic Facilities  
Architect  
Project Management Consultant  
New Library Committee  
Library Board of Trustees

This project has been led by the City Librarian and Library Project Manager, who have planned the project, engage necessary consultants for planning, and oversee and coordinate the participation of library staff, the Library Board of Trustees, New Library Committee, Project Management Consultant and Architect.

The New Library Committee is a group of citizens appointed by the City Manger (Appendix G). The Committee was charged with the following responsibilities:

- Establish and implement a plan for public input (public meetings, surveys, focus groups)
- Assist in choosing a design development process
- Assist with selection of professionals for design, construction, project management
- Provide a forum for public communication

The Committee along with City staff and the Board of Trustees reviewed architect applications, interviewed, and selected the architect for the project. The committee also designed the public input process required for the architect prior to beginning design. Two members of the Board of Trustees serve on the New Library Committee. The Board of Trustees is advisory and makes recommendations regarding the project to the City Council.

The core team that meets bi-weekly consists of the City Librarian, Library Project Manager, Assistant City Manager for Civic Facilities, the architect and Project Management Consultant. The Assistant City Manager for Civic Facilities is overseeing several building projects in San Mateo. Until recently, the City has not been active in building projects. The Assistant City Manager has had primary leadership for property acquisition and guidance through the City Planning process. The Project Management consultant has provided assistance with contract development and negotiation, contract issues, budget and schedule development.

During the design of the floor plan, the architects also met 12 times with a group of 10 staff representing the teams that operate the various library activities: Circulation, Technical Services, Information Services, Children's Services, Project Read and the Business Office.



## **II. GENERAL DESIGN ISSUES AND CONSIDERATIONS**

## II. GENERAL DESIGN ISSUES AND CONSIDERATIONS

The library services provided in the new library must meet the needs of all the population. In particular there should be adequate space for current and emerging technologies and formats, which are important to all socio-economic groups and San Mateo's diverse community. The specific library services that the residents valued most and wanted to see as part of a new library building were: expanded children's materials and programming; expanded business services; and easily available and expanded computer technology/Internet access. There was also strong support for leasing space for a coffee shop and copy services.

The positive aspects of the community which the residents wish to see reflected in the design of the new library include: a strong recognition and embracing of the beautiful climate and natural surrounding ("a warm, open feeling", "quiet comfortable places to read with a view"); an awareness of and integration with the existing structures; a user friendly visage; and an easy to use layout with attractive and clear signage. The library should be able to be recognized as a community-gathering place with both small and large meeting rooms and places for special displays of local interest. Its design should emphatically embrace the multi-culturalism of the community. It must also be especially inviting to the young child and the young adult as well as being comfortable for the elderly. Above all, it should be beautiful.

A flexible and modular design is a key element for both public and staff spaces. The library building must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support the increasing amount of use anticipated over the next twenty years and beyond.

The Library should be designed on an open basis with walls kept to a minimum and furniture as uncluttered as possible. For that reason, building elements with the least likelihood of change should be grouped to ensure freedom for change in the remaining areas of the building. The plan of a library building must represent the ultimate in flexibility so that it may accommodate future program changes with little or no structural change.

The design of the library building should:

- Be architecturally distinctive and expressive of the character of the library function and the community;
- Be inviting in approach with minimal impediments to easy access;
- Provide internal spaces that are easily navigable and adaptable to changing service patterns and changing library needs.
- Meet sustainable design and construction goals that will be tracked through the US Green Building Council's LEED (Leadership in Energy and Environmental Design) rating system to meet the LEED certified level.

## A. Exterior Requirements

1. **Entrance:** The public entrance should be highly visible and inviting to draw in visitors and must be on grade/street level to assure ease of access for all persons equally, including the physically handicapped. Curb cuts from parking driveways and public streets must be provided to allow for consistent ease of access. The public entrance and lobby must be designed to prevent cold drafts from entering in the building. The public entrance(s) must lead visually and conveniently into one circulation control center. The staff entrance should be keyless or push pad system.
2. **Signage:** A highly-visible exterior sign with the name of the library needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. In addition, an exterior service hours sign is required that is easily changeable by library staff and easily readable by those approaching the building by vehicle. People passing by need to be able to see whether or not the Library is open without having to park their cars and walk to the entrance.
3. **Parking:** Convenient easily navigable public parking, both short-term and long-term for 150 cars plus 30 staff cars on the site is desired.. There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements. Easy access to the building, adequate signage, and lighting to assure visibility and security, must also be provided. There should be a parking and drop site for one bus. Parking will be located in an underground garage. Design entrance to underground will be easily recognizable through design and signage. Design parking floors with clear entrance and exit patterns to avoid vehicular traffic congestion. Insure that parking garage is well lighted and that access to elevator and stairs to building are clearly visible to users both day and night.

Provide a convenient, safe and sheltered area close to the public entrance where visitors may be picked up or dropped off.
4. **Bicycle Parking:** An appropriate, secure bicycle parking for a minimum of ten bicycles should be provided convenient to the public entrance.
5. **Exterior Materials:** All exterior building materials should be of permanent or durable finish with a minimum life of 30 to 50 years with no frequent painting, staining, etc. required. Vandal and graffiti resistant finishes or coatings are desirable.

6. **Electrical Service:** The major electrical service to the building should be underground.
7. **Exterior Lighting:** Should be provided to allow safe, easy nighttime access and also as a vandalism deterrent. Night lighting on light switches and motion sensors should connect all exterior lights - both on the building exterior and on the site. Care should be taken not to over illuminate and disturb neighbors.
8. **Outlets:** Provide weather and vandal proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's entrances and outdoor program spaces to facilitate maintenance and to support outdoor events sponsored by the library and the community. Provide recessed, locking hose bibs for the exterior of the building.
9. **Plantings:** Attractive landscaping and ground plantings should add to the appearance of the building. Care must be taken in the proper selection in quantity and type of plantings and ground cover to reduce maintenance costs and problems - yet assure aesthetic appearance and attractiveness. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Link the building's interior spaces to the site and to adjacent trees and landscaping through windows. The use of rocks or other large stones or other hard materials for ground cover is not acceptable. An underground sprinkler system with a computer-controlled timer is required. (The components to be reviewed by the City). The San Mateo Landscape Ordinance will require the involvement of City staff with preliminary landscape planning and all proposed plantings must be reviewed by the San Mateo Parks Department.
10. **Refuse Removal:** Locate space at the building exterior adjacent to, or easily accessible from, the delivery entrance for shielded large-scale trash receptacles and recycling containers per City requirements. Ensure that trash receptacles are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the Delivery entrance.
11. **Materials Return Drops:** The Library needs two exterior return drops accessible 24 hours per day. One drop must be located along a main exterior path of travel on the exterior of the building. A drive-through return that allows drop-off of materials on the driver's side of the vehicle is highly desirable. These return drops must be within a code-compliant enclosure that meets local codes and ordinances and is impervious to vandalism. A custom designed cart/conveyor system is recommended.

12. **Roof:** The roofing system must be designed to last a minimum of 20 years, with a roof pitched to facilitate rain runoff. If it is necessary to mount building systems equipment on the roof, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

## **B. Interior Requirements**

1. **General:** The building must conform to the local building code and standards for use as a public building. The specifications of the American Standards Institute, Inc., *American National Standards for Building and Facilities - Providing Accessibility and Usability for Physically Handicapped People*, A 117.1 - 1986 should be consulted and plans must meet or exceed to provisions of the Americans with Disabilities Act of 1990 (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

The building should be designed on the module principle. The module or bay spacing (space between load bearing walls/ columns) must be as large as the budget will allow and must take into consideration the standard library shelving module of three feet. The tallest shelving will be 84" high and a minimum of 2-1/2 feet from the ceiling. Building columns must be as few and unobtrusive as possible and certain areas (such as circulation, lobby, and meeting room) require free spans. The smallest efficient bay size for a major library building is 33 feet. Larger spans are more desirable. Because of the requirement that any area of the building must be able to contain portions of the library's collection, the floor-loading requirement throughout the building is a minimum of 150 pounds live load per square foot. Floors must be leveled to close tolerance, within 1/32" to facilitate shelving interface flexibility.

2. **Electrical and Cabling Requirements:** Convenience outlets should be provided for standard electrical equipment: floor vacuums, scrubbers, polishers, clocks, computer terminals, microform readers, multi-media equipment. Outlets away from walls and pillars should be flush-floor mounted and capped. Floor monuments are not acceptable.

Major equipment such as copy machines may require 220-volt service. This equipment must be located during final electrical drawings and the staff must agree and sign off on exact needs.

Raised flooring for wiring is desirable throughout the building. As a minimum, underfloor raceways or appropriate alternative will be required to circulation desk, public service and information desks, and work rooms. The exact type of system and location must be reviewed with library staff. The automated systems require dedicated telephone lines. All outlets should provide for power, telephone, and data transmission. All offices and workstations are to be wired for multi-task terminals, whether specified or not. All public tables are to be wired.

Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the Library's current and future wiring and cabling needs. Over time, the library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. In addition, members of the public need to be able to plug in a laptop computer or an equivalent electronic device at as many locations within the building as possible.

Electrical closets, conduit and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, wireless antenna, telecommunications, security and emergency wiring and any other systems required. Electrical power for the Library's computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution.

**Wire management:** Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to library and external networks. Both the Library's permanent computers and patrons' laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Fiber optics will be explored, conduit must be sized for at least category 5 universal twisted pair copper. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in the facility's meeting and training spaces (i.e. the Major Meeting Room, Program Room, Conference Room, Board Room and Computer Training Room) to support online demonstrations and instruction, distance learning capability, video projection and sound reinforcement as determined for each location, including the use of assistive listening devices.

The building should have emergency back-up for emergency lighting. City

personnel must be involved in the design.

Expansion capability for all electrical service panels and cabinets must be provided initially.

3. **Illumination Requirement:** Prior to the energy crisis library lighting, like virtually all commercial lighting, was steadily increasing in brightness and foot candle power. This trend has now been reversed but lighting remains one of the major concerns in library planning. The requirements set forth below provide reasonable standards within efficient energy demands. Task lighting is returning as a light source and should be carefully considered in view of its advantages, but care must be taken to also consider its significant limitations in most library applications. All lighting selections must be carefully determined to avoid glare at table and counter tops and to consider both day and night time variations. Designers of library buildings have consistently failed to meet lighting requirements due to failure to take into account height and density of library shelving units.

At the time of schematic design the electrical engineer and lighting designer should work with the appropriate personnel of the local energy provider to achieve energy efficiency.

The lighting level in the building should be as follows:

- Reading areas - public and staff: a minimum of 50 foot candles sustained at table level.
- Book stacks, storage and non-assigned spaces - a minimum of 20-foot candles, sustained uniformly at floor level.

Lighting fixtures in public areas should be of such type and so arranged that light levels as requested can be achieved regardless of the arrangement of shelving and/or seating. City personnel must approve fixture selection.

The number of different types of lighting fixtures must be kept to a minimum and the ease of re-tubing must be a major consideration in fixture selection. Standard four foot fluorescent tubes are the most desirable. Fixtures should be standard manufactured fixtures for easy bulb replacement.

Fluorescent fixtures with parabolic lenses and providing uniform overall lighting should be the primary light source. Special effect lighting, incandescent down lights, etc., should not be used except with special approval of staff.

Night lighting and emergency lighting systems should be separate from the general lighting pattern and switched separately. The night lighting

should provide for illumination at all times the building is closed to the public. This system should also provide for safe staff egress. (Exterior lights are noted in previous section.)

All general public areas of the building are to be switched from panels at the service desks and/or workrooms. No switches are to be in general public areas. The switching panel must be readily identified and by using multiple switches allow variable light volume to each major area.

Lighting in specific storage areas may utilize task or book stack lighting, but this must be reviewed and approved by the staff.

Automated circulation and catalog processors will require surge protectors as part of the power supply and wiring.

Occupancy sensors with emergency lighting must be considered.

**Daylighting:** Make use of daylighting when feasible to reduce energy costs, but not at the expense of the preservation of library materials or if glare is introduced into the building. Ensure that direct sunlight does not come into contact with library materials, display areas, or directly on computer screens. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light should not be intrusive, however.

**Emergency and exit lighting:** Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting must meet any applicable state or local codes, should last at least one hour and direct staff and patrons to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

4. **Mechanical Systems:** Adequate air control and treatment is essential and all systems used (heating and cooling), should have excellent high efficiency (disposable) filter and humidity control in all locations. The systems selected must have low level operational noise, and high velocity systems are not desirable. Exterior unit must be protected and screened from view.

The most advanced energy conservation systems must be carefully considered for the building.



All temperature controls must be carefully located in consideration of furniture and shelving placement, and must be either of locked or shielded type to prevent public adjustment or tampering. The building should have multiple zones, never to exceed 72 degrees, to accommodate varying occupancy levels, use of equipment and times of use.

***Indoor air quality & energy conservation issues:*** Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building.

***Maintenance issues:*** Assure that replacement parts for mechanical systems equipment are readily available.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to Library and building maintenance staff.

Appropriate City staff must be included in communications, plumbing, electrical, and HVAC design decisions.

5. **Mechanical, Electrical, and Plumbing Equipment:** All fixtures and hardware. Items specified should be available locally for replacement and repair needs.

All plumbing systems must have zoned shut-off feature and City personnel must be involved in the design of this feature.

6. **Communication Systems:** A public address system with multiple zones, computer terminal systems and a separate telephone system serving both public and office needs will be required.

There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the library as well as emergencies and should be a part of the building's telephone system. The PA system must be able to be heard in every part of the library including rest rooms, storage rooms, custodial workspaces and staff offices. It must also have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the meeting rooms during programs.

The central telephone answering equipment will be located in the administrative office area.

Each public service desk and work area described in this program will require power, telephone and computer conduit, and some areas will also require connection with the public address system. The staff must be consulted to review specific needs at the time of planning. Flexibility for automation is essential and all systems must provide for future growth in terminals and telephones.

Public telephones should be near the public entrance with at least one at disabled height. Graffiti-proof and sound diminishing materials should surround the telephones.

Local Area Network (LAN) wiring closet will be required on each floor with fiber optic risers between floors.

The building system should provide for fiber optics to the building, consider fiber optics within the building or provide at a minimum category 5 (five twisted pair lines) within the building.

The design should provide infrastructure for wireless systems as applicable at the time of bidding.

Cable television access to the building is required.

Computer consoles (CRT) are necessary in various areas in the Library and conduit should be provided for those areas not served by the underfloor power and data duct noted above. This must be determined later in consultation with the library staff. This program indicates primary locations.

7. **Electronic Workstations for the Public:** Electronic, computer-based resources are a basic and integral part of library service. The Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools are available to the Library's users

over the Internet. Internet access is available to both public and staff through PC workstations.

This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The Library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software via CD-ROM or an express check-out workstation. In addition, many of these units will have attached peripheral equipment, such as printers.

- Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate stand up units, sit down units, units used by more than one person at a time.

All equipment must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation.

8. **Audiovisual Systems:** Each room used for meetings or training should have the ability to provide computer screen image projection, slide projections, video monitor display via AV cart with equipment, and cable TV reception. In addition, video conferencing and video projection from a ceiling mounted projector is desirable.
9. **Acoustics:** The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. Use all available architectural and design techniques to achieve this goal so that adults, youth and children may use the facility simultaneously without disturbing each other. Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.
10. **Energy Conservation:** The design team must work with the library to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible

and will meet the provisions of Title 24, California's Energy Conservation Code and help meet LEED certified goals.

**Life cycle costs:** Building design strategies for the building's orientation, energy management system, air distribution system, windows, lighting, building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library.

**Solar design:** The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

**Energy conservation codes:** All state and local energy conservation codes must be met.

**Light Sensors:** Consider timed or motion light sensors in sporadically used spaces, such as private offices and conference rooms.

11. **Floor Coverings:** A high grade commercial carpet 100% wool or anti-static nylon fiber is required for virtually all public and staff areas.

A carpet allowance should be a part of the construction budget of the Library, but it is recommended that the carpet be bid as a separate contract and not as a part of the general contract to ensure better owner control over delivery and installation and also to reduce cost and coordination problems.

Areas recommended for hard surface floor covering other than carpet are restrooms, entrance, mechanical room, automatic material handling room, staff room, meeting room kitchen, coffee bar, storage, computer storage and staging, and non-public collection storage. Coverings to consider for these areas include stone, ceramic tile, concrete, linoleum and vinyl tile.

12. **Materials and Finishes:** Maintenance is an expensive continuing item in any building operation and because library operating budgets are always less than actual needs, all possible means of reducing maintenance costs must be pursued. The selection of all materials and finishes must be made with the need for minimal maintenance uppermost in mind as well as acoustics and desirability of tackable surfaces. Painted surfaces or surfaces requiring waxing, polishing, etc., must be kept to an absolute minimum. Any painted surface should use high quality, standard color paint from a major manufacturer. Kickplates or high impact finishes on doors and desks are required.

While the selection of more permanent surfaced materials may add to the initial cost of the building, their resistance to vandalism and reduction in periodic refinishing will actually affect significant cost savings in the long run. Plastered or plaster board painted surfaces in any public areas are not acceptable.

**Millwork:** The basic millwork design selected for the building should provide compatible finishes, details, and surfaces for the normal supply cabinets, work counters, doors, etc., but also for special equipment items such as circulation and registration desks, picture book bins and free standing display cases. Durable material such as granite, Colorlith, or Corian is required for counter tops at public desks.

Materials must be selected that are non-toxic or treated in other ways to avoid “sick building syndrome”.

Design the building so that exterior windows can be cleaned and interior lights can be easily changed. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Surplus Materials Stock: The City requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

Plan for trash receptacles in all public and staff spaces.

13. **Elevators:** There will be a minimum of two elevators, a public elevator and a combined staff/delivery elevator. Delivery elevator will be large with easy access to loading area and Technical Services.
14. **Doors:** Door widths should accommodate wheel chairs. All doors in work areas should be 36” in width and should have a holding device to allow passage of book trucks. There should be no thresholds at interior doors except where required due to change of floor material.

Public entrance/exit doors must be carefully selected for balance, ease of use, maintenance, and secure and easy locking. Automatic, easy-open types are recommended. Door selection should take into account the heavy traffic. Internal doors should provide for visibility in some areas. A video surveillance camera and monitoring system may be considered for remote areas of the building.

City personnel must be involved in the selection of lock sets.

15. **Windows:** Window treatment is a special design concern for a multitude of reasons. Windows must be located to provide both visibility into attractive, public activity areas of the Library thus serving as an attraction to the passing public and also to provide visual relief to those inside the building. Windows selected, both in quantity and type, must be done so with heating and cooling costs, maintenance and replacement costs in mind

Some windows in each area should be operable, not fixed, both for ease of cleaning and for ventilation in the event of mechanical failure.

Window placement and size must take into consideration shelving heights, work counters and normal desk heights to avoid unsightly views from outside.

16. **Art Work and Display Area:** Identify and initiate art projects that can be incorporated into the building's design. Avoid works of art that require floor space that could otherwise be used for library operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing. Picture hanging rails, unobtrusive and a part of the design, should be located at 6' heights throughout the public areas. Library staff should be consulted at the time of preliminary design for exact locations.

Display and bulletin facilities should be incorporated into the vestibule and lobby areas. The staff must be consulted at design stage for these special features.

17. **Graphics/Signage:** Attractive, contemporary and very legible signage of both directional and informational character, and for collection areas should be an integral part of the interior design. Graphics are included in the budget and should be incorporated into the interior design of all public areas. A specific and coordinated sign and labeling system should be integrated with the building graphic system. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach. Major signs must be large enough to be read from the entrance to the Library's public space. Signage must be multi-lingual as needed. A system that allows for addition of languages is desirable. Where appropriate, signage should be specified so that Library staff can modify and reinstall signs to reflect changes in layout of the collections and services. Library staff must be involved in the development and approve graphics and signage. Signage must also include Braille reachable signs where appropriate for building

use. All signage must conform to current ADA regulations and California regulations.

18. **Clocks:** Clock outlets should be provided in work rooms, meeting rooms, and in general public areas as the final plans determine necessary for easy visibility and either computer controlled or reachable for time changes. The clock allowance in the general contract must provide for quality, maintenance-free clocks and it is recommended that the actual clocks to be used be selected prior to construction bids and no alternatives accepted.
19. **Drinking Fountains:** Public drinking fountains need to be located adjacent to public restrooms on each floor.
20. **Rest Rooms:** Rest rooms must be well ventilated. They should not be prominently located, but easily seen and supervised. Access from the meeting rooms is necessary. Placement of the rest rooms should result in easy access yet not interfere with library activities. A no-door entrance to rest rooms is preferred.

Rest room finishes and equipment must be as vandal-proof as possible and materials selected (full wall height ceramic tile) as conveniently maintained as possible. Fixtures and access must meet ADA standards for the disabled. Non-pedestal fixtures affixed to walls and ceiling-mounted partitions are preferred for easy maintenance. Each restroom must have a sloping floor drain and one hose bib. Restrooms must be separately vented and acoustically separated from adjacent spaces.

In addition to the standard fixtures, each rest room must contain a changing counter or drop-down table, diaper disposal container, and a parcel/purse shelf at least 5" deep.

Toilet stalls should contain drop-down parcel/purse hooks or small shelf.

21. **Safety and Security:** The library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Non-public areas must be secure, so that the public cannot enter these areas undetected. Public spaces must be well lighted. Public service spaces in Group Study Rooms need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both Library staff and by the public. The building must have only one public entrance and exit point. Doors into staff spaces and controlled access public spaces must lock.

Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the Library should be made

of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the Children's Services area. The path of travel of fire and safety exits should not lead through staff workspaces.

***Exit Alarm:*** To be provided on all fire required public exits other than the main exit-entrance. Panic hardware to be used with battery or electrical operated alarm that can be turned off with a key.

***Fire Alarm:*** Heat and smoke sensing devices must be used throughout the building.

***Security Alarm:*** An overall system should be employed to detect unauthorized entry and movement within the building when closed. The system will be connected to a city-wide security system. The security system must accommodate separate use of the Meeting Rooms.

***Fire Extinguishers:*** Locations must be coordinated with furniture and equipment locations.

***Library Materials Security System:*** The building will be equipped with a 3M™ type or equivalent library materials security system that is compatible with express check-out equipment and does not require staff to bypass the security sensor in each item as it is checked out. Customers will be able to carry the deactivated material they have checked out through the security system portal. If the material carried out has not been deactivated, an audible alarm will sound.

The security portals need to be located adjacent to the Circulation Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff and vendor technical staff during the design phase to ensure that desired security levels are achieved and that lateral clearances are maintained between the portals and nearby electronic equipment to avoid interference with Circulation operations.

22. **Staff Workstations, Offices and Spaces:** Staff workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. Full time staff and other staff with ongoing responsibilities that require a desk, continuous access to a computer terminal or other equipment, will be allocated an office systems module workstation.

Other staff may be allocated an open workstation or a simple worktable or counter. Some workstations may be made available for common use,



housing equipment that more than one staff member may use. Workstations are described by section and typical sizes are noted in Appendix B.

The modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone handset, computer, keyboard, mouse pad and printer, needs to be equipped with task lighting, box and pencil drawers, 1 to 2 mobile pedestals, an ergonomic task chair, with or without arms, tackable, acoustically cushioned partitions and an overhead shelf. Most stations should have space to accommodate a book truck or visitor chair.

General staff workrooms are programmed separately in the following pages.

24. **Storage:** The Library requires several types of storage space, including space for storage of building maintenance items, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming and Meeting Room furniture, props and supplies. Specific information about these spaces is found in the descriptions of the staff work areas, Meeting Room storage, custodial storage and building maintenance area.
25. **Visual Supervision:** To the extent possible, public areas of the library should have visibility by the staff or other public. On each floor, this should be accomplished in the following priority order:
  1. Greatest visibility possible from staff desks.
  2. Windows in closed areas, i.e. study rooms, meeting rooms
  3. Visibility from main path of travel
  4. Low shelving
  5. Grouped seating
26. **General Book Shelving:** Essentially the overwhelming majority of the collection of this library is available on open shelves and easily accessible to the public. It is important that minimum design considerations be set forth to enable the collection to be housed in such a manner as to provide logical and easy access to the collection and to avoid a warehouse look. For this purpose the criteria listed below are strongly recommended in all public collection areas.
  - A. **Aisles:** Main aisles should be five feet, side aisles and shelving range aisles should be at least three feet.

- B. ***Shelving Height:*** All general adult shelves shall be no more than 84" in height. Children's shelving will vary from 45" to 66" in height. Standard 84" high shelving has no more than 7 shelves. Standard 66" high shelving has no more than 5 shelves and standard 45" high shelving has no more than 3 shelves.
- C. ***Shelving Ranges:*** Shelving ranges composed of three foot sections should never, if possible, exceed 18' in length with 15' considered to be ideal. Spacing of shelving ranges should be at least 5' on center with 5'6" spacing preferred.
- D. ***Arrangement:*** To avoid inconvenience and confusion to the user, the ranges should follow a logical location pattern to enable a systematic shelving of the collection and a logical numerical and alphabetic sequence of materials. Grouping of ranges should allow for seating of an informal or formal nature between blocks of ranges to allow a reader easy access to a chair or a table and also to relieve the visual effect of too many shelving ranges massed together.

All shelving sections are calculated at single face in the Program although the majority in use will be double faced.

### **III. SPATIAL RELATIONSHIPS**

## **Spatial Relationships – General Comments**

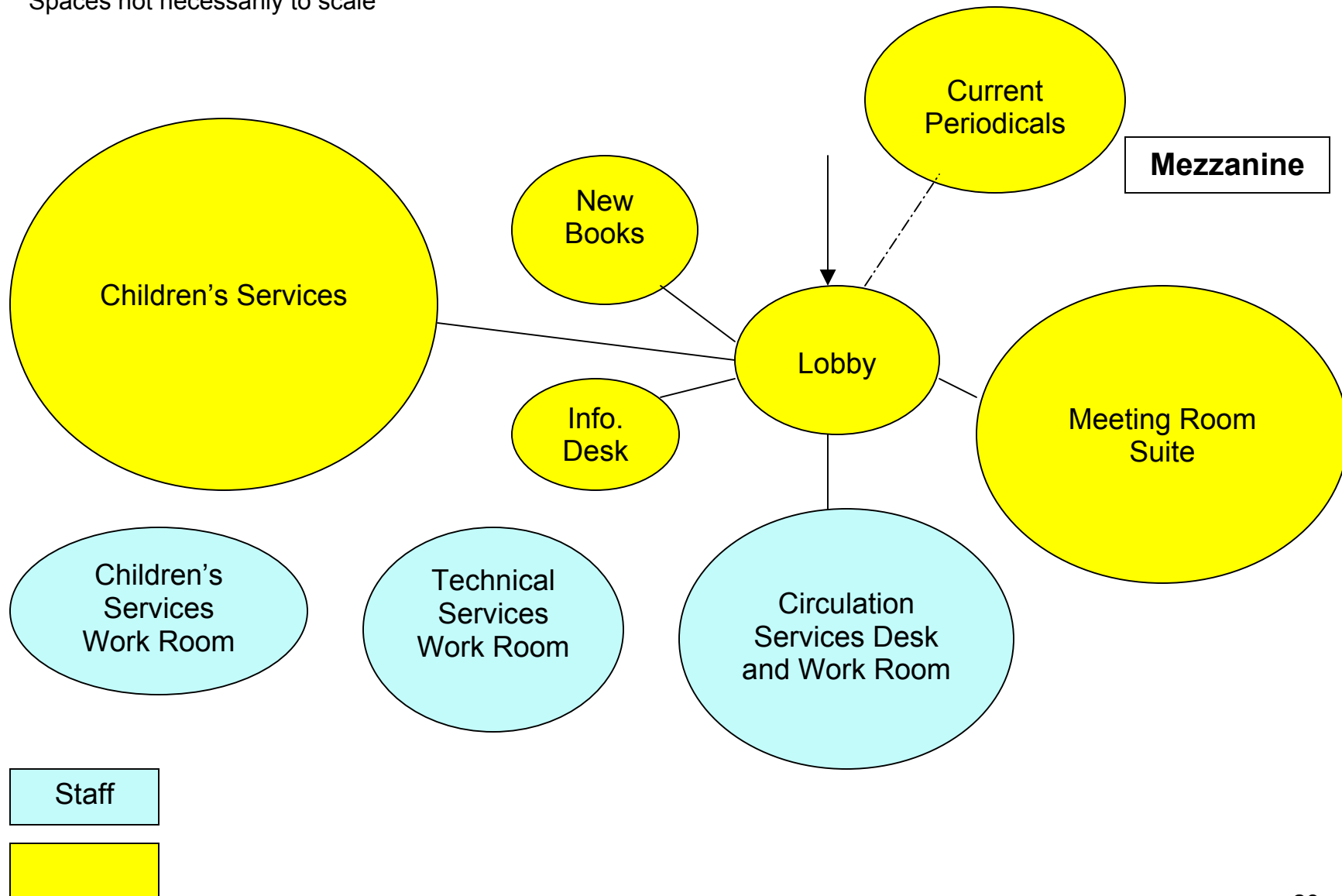
The site for the new Main Library is the determinant factor in the number of levels for the building. The site for the library was selected by the City Council based on recommendations formulated through a public site selection process led by a Site Committee assisted by a facilitator. The Committee developed site selection criteria to be applied to 14 identified sites. In two workshops, the 70 community members reviewed sites and the site evaluation criteria, then analyzed the advantages and disadvantages of the alternative sites using the criteria. Ultimately three sites were recommended to Council who chose the preferred site which met the primary criteria: it accommodates the new library building program, provides adequate parking, minimizes site acquisition, and maximizes public benefit by encouraging library usage. The site also met the secondary criteria, such as excellent access to public transit, contributing to the revitalized downtown, compatibility with surrounding land use, easy circulation and traffic flow and a safe environment.

The chosen site, as well as the other two recommended sites, requires a three level building for the program. Prior to design in January 2001, the architects conducted a series of three public meetings and presented options for services on different floors. The services on each level shown in the diagrams are a result of consensus at these meetings. People wanted the meeting rooms and Children's Services on the First Floor, but also wanted to see many books when walking into the library; consequently a large new book section is included on the First Floor.

The public also expressed an interest in having some type of food and drink available; however neighbors did not want a significant commercial activity, resulting in the placement of a small coffee bar on the Third Floor. Adjacencies were further discussed among the staff. The adjacencies shown here reflect the community and staff priorities and will allow implementation of the Plan of Service.

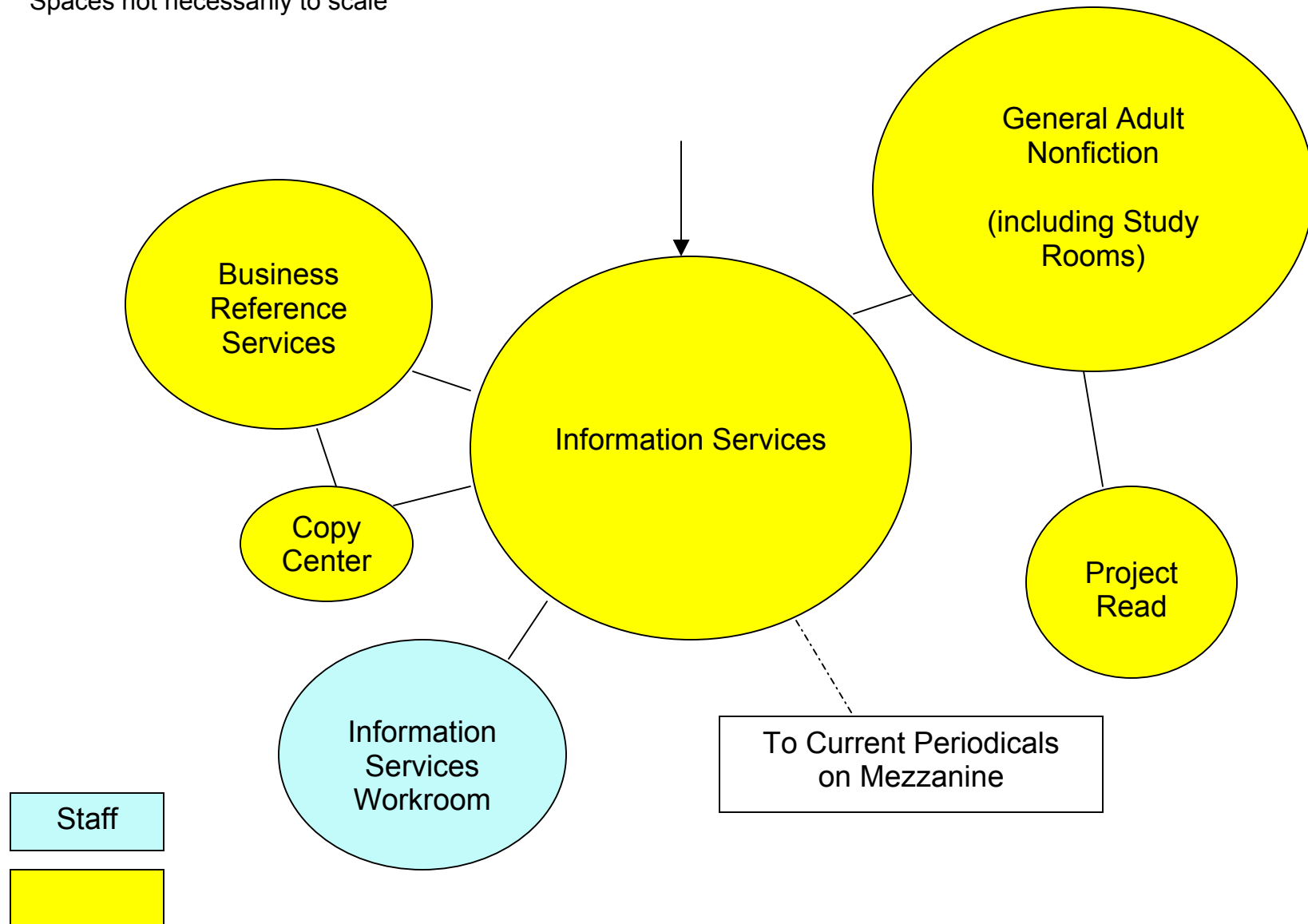
## San Mateo New Main Library Adjacency Diagram 1: First Floor and Mezzanine

Spaces not necessarily to scale



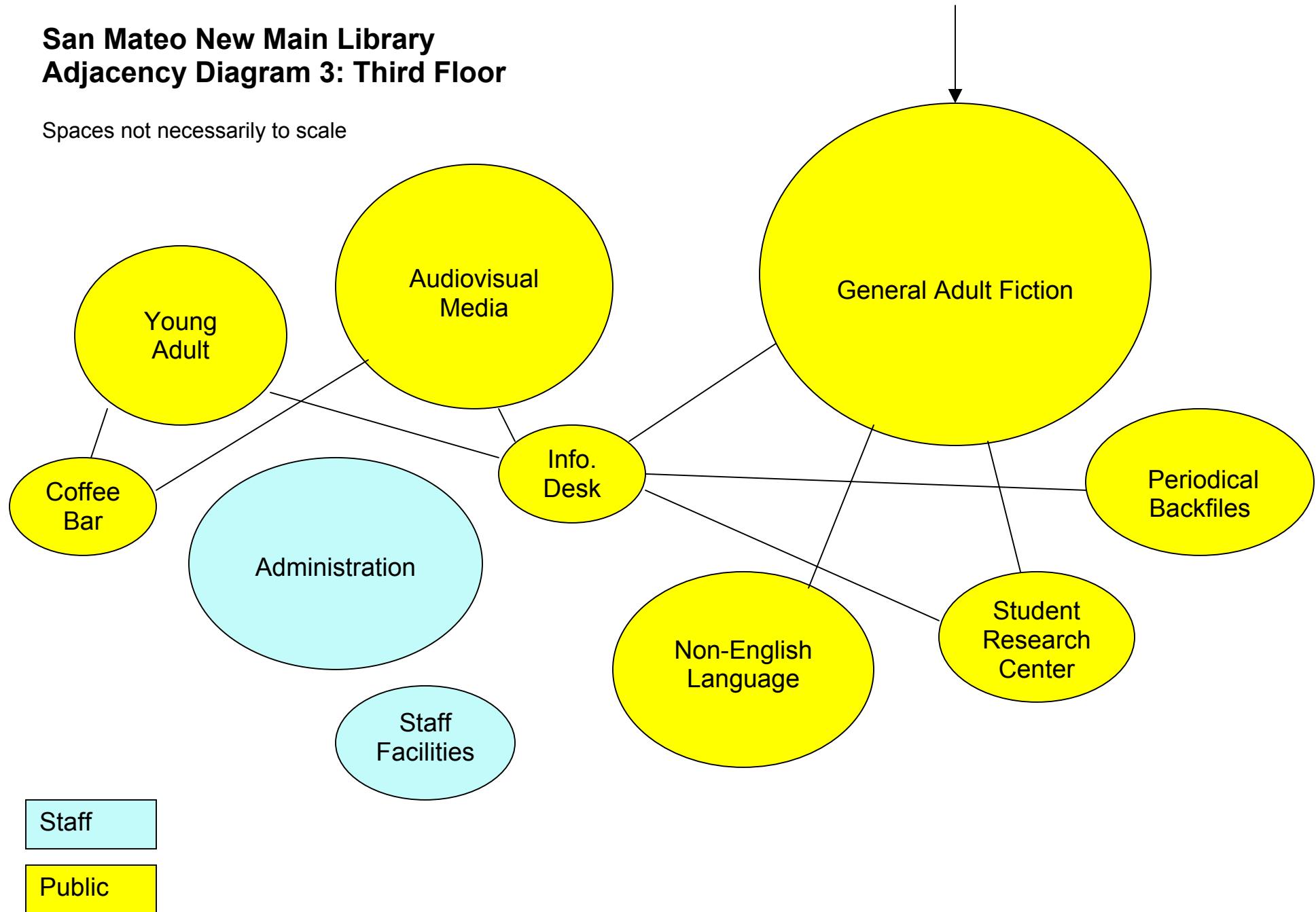
## San Mateo New Main Library Adjacency Diagram 2: Second Floor

Spaces not necessarily to scale



## San Mateo New Main Library Adjacency Diagram 3: Third Floor

Spaces not necessarily to scale



#### **IV. FACILITY SPACE REQUIREMENTS**



San Mateo New Main Library						
Facility Space Requirements Summary						
Public Areas					Net Square Feet*	
1.1	Entrance and Lobby				250	
1.2	Shared/Expansion Space				3,060	
1.3	Friends Sale Area				650	
1.5	Information Desk (First Floor)				120	
1.6	New Book Area				680	
2.0	Circulation Services					
	2.1	Circulation Service Desk		730		
	2.2	Circulation Work Room		1,840	2,570	
3.0	General Adult Fiction Collection and Seating				4,430	
3.5	Information Desk (Third Floor)				120	
4.0	Audiovisual Media Collections and Seating				1,130	
5.0	Project READ				1,050	
6.0	Children's Services					
	6.1	Children's Services Area		9,210		
	6.2	Children's Services Work Room		1,000	10,210	
7.0	Information Services					
	7.1	Information Services Collection & Seating		5,842		
	7.2	Copy Center		364		
	7.3	Business Ref. Services Collections & Seating		1,694		
	7.4	Information Services Workroom		1,410	9,310	
8.0	General Adult Non-Fiction Shelving and Seating					
	8.1	General Adult Non-Fiction Shelving		7,946		
	8.2	General Adult Non-Fiction Seating		2,980	10,930	
9.0	Non-English Language Collections				1,380	
10.0	Current Periodicals				2,380	
11.0	Periodical Backfiles				1,580	
12.0	Young Adult Collection and Seating				1,690	
12.5	Coffee Bar				350	
13.0	Student Research Center				940	
14.0	Meeting and Separate Rooms					
	14.1	Major Meeting Room		3,222		
	14.2	Program Room		500		
	14.3	Conference Room		480		
	14.4	Store Room		200		
	14.5	Training Room		432	4,830	
15.0	Public Restrooms				2,400	
Administrative and Support Areas						
16.0	Administration Office Area and Support					
	16.1	Administration Office Area		960		
	16.2	Administration Support Work Area		1,186	2,150	
17.0	Technical Services					
	17.1	Team Meeting Room		300		
	17.2	Acquisitions		662		
	17.3	Cataloging		396		
	17.4	Processing		648	2,010	
18.1	Telecommunications				150	
18.2	Computer Storage and Staging				150	

18.3		Non-Public Collection Storage		1,000	
19.0		Staff Facilities			
	19.1	Staff Room	848		
	19.2	Wardrobe, Lockers and Restrooms	430		
	19.3	Other Staff Restrooms	320	1,600	
20.0		Storage Rooms			
	20.1	Custodial Storage	446		
	20.2	Technical Services Storage	150		
	20.3	Office Supplies Storage	300		
	20.4	Display Materials Storage	250	1,150	
21.1		Shipping & Receiving		500	
21.2		Loading Area		600	
		<b>TOTAL ASSIGNABLE SQUARE FEET</b>		<b>69,370</b>	
		<b>ALLOWANCE FOR ARCHITECTURAL MECHANICAL, ETC. 20%</b>		<b>17,343</b>	
		<b>TOTAL GROSS SQUARE FEET</b>		<b>86,713</b>	
		*Net square feet rounded to nearest 10 square feet.			

San Mateo New Main Library				
Stacking Diagram				
		<b>First Floor</b>		
1.1		Entrance/Lobby	250	
1.3		Friends' Sale and Sorting Area	650	
1.5		Information Desk	118	
1.6		New Books	675	
2.1		Circulation Service Desk	734	
2.2		Circulation Work Room & Sorting	1,840	
6.1		Children's Services Area	9,209	
6.2		Children's Services Work Room	1,001	
14.1		Major Meeting Room	3,222	
14.2		Program Room	500	
14.3		Conference Room	480	
14.4		Store Room	200	
15.0		Public Restrooms	1,200	
17.0		Technical Services	2,006	
18.1		Telcom Room	150	
18.2		Computer Storage & Staging	150	
19.3		Staff Restrooms	320	
20.2		Technical Services Storage	150	
21.1		Shipping & Receiving	500	
21.2		Loading Area	600	23,955
		<b>Mezzanine</b>		
10.0		Current Periodicals	2,378	2,378
		<b>Second Floor</b>		
5.0		Project Read	1,047	
7.1		Information Services	5,842	
7.2		Copy Center	364	
7.3		Business Reference Services	1,694	
7.4		Information Services Work Room	1,410	
8.1		General Adult Nonfiction Collection Area	7,946	
8.2		General Adult Nonfiction Seating	2,980	
14.5		Training Room	432	
15.0		Public Restrooms	600	
18.3		Non-Public Collection Storage	1,000	23,315
		<b>Third Floor</b>		
1.2		Shared/Expansion Space	3,058	
3.0		General Adult Fiction Area	4,432	
3.5		Information Desk	118	

4.0		Audiovisual Media Collection	1,125	
9.0		Non-English Language Collections	1,380	
11.0		Periodical Backfiles	1,580	
12.0		Young Adult Area	1,693	
12.5		Coffee Bar	350	
13.0		Student Research Center	942	
15.0		Public Restrooms	600	
16.1		Administration Office Area	960	
16.2		Administration Support Area	1,186	
19.1		Staff Room	848	
19.2		Staff Wardrobe, Lockers, Restrooms	430	
20.3		Office Supplies Storage	300	19,002
		<b>Underground</b>		
20.1		Custodial Storage	446	
20.4		Display Materials Storage	250	696
		<b>Total Square Footage</b>		<b>69,346</b>

## **V. SPACE DESCRIPTIONS**

## Space Descriptions – Public Areas

The public service and function areas are building areas open to the public in their use of the library services and resources. These areas should be considered primary space. Arrangement and design should encourage easy access to materials and service. Due to anticipated changing needs and service patterns, the space should be as open as possible and divisions should be generally achieved by use of furniture and shelving, not by walls or partitions. In those areas referred to as rooms, partitions can be used, but load bearing walls should be minimal. Specific staff work areas and rooms described in this section relate directly to public service functions and should therefore also be considered as primary space.

## 1.1 Entrance/Lobby - 250 Square Feet

Only one entrance to the controlled public service areas of the library should be provided. Additional public entrances create control problems or require additional staff. However, emergency exits will be required according to local building code. The entrance and exit problem for meeting rooms is discussed separately.

The main entrance, at ground level, should be placed as near as possible at the focal point where a majority of pedestrians arrive at the building whether from public sidewalk, bikeway or parking area. Within restrictions which may be imposed by the site and traffic access, a drop-off and drive-up parking lane for buses should be provided as near - but not blocking - the entrance as possible.

Provision for a minimum of three handicapped parking spaces should also be provided as near the library entrance as possible. A double-door vestibule should be provided to reduce cooling and heating loss.

**Occupancy:** 4 public

**Adjacencies:** Circulation  
New Books  
Meeting Rooms

### Components:

	SQ. FT.
Two-seat bench	
Information rack-include distinct accommodation for Project Read material	
Public Telephones - at two heights	
Hours of service sign	
Foot cleaning mats	
Access to meeting rooms	
Electric eye traffic counter at library door	
Donor Recognition	
Security system (inside outside door)	
Automatic Doors - one entrance which meets ADA requirements for everyone to use	
Building directory	
Two stand-up multitask terminals/printers	
Two bins for donated books	
Two food bank barrels	
<b>Total Entrance/and Lobby</b>	<b>250</b>

## **1.2 Shared/Expansion Space - 3,200 Square Feet**

This area is to be available for use by community organizations whose focus is compatible with the library such as hospitals, medical agencies and Peninsula Library System reference services, or non-profit educational assistance organizations. It will also provide space for future Library expansion needs.

**Occupancy:** 30 public

**Adjacencies:** N/A

**Components:** N/A



### **1.3 Friends' Sale and Sorting Area - 650 Square Feet**

A secure area with two divisions - one an open sale area, the other a non-public sorting area screened off by means of free standing shelving or panels. Specific furniture and equipment needs should be reviewed with staff at the time of design development.

**Occupancy:** 3 staff; 10 public

**Adjacencies:** Entrance/Lobby

**Components:** To be determined

### 1.5 Information Desk (First Floor) – 120 Square Feet

The First Floor Information Desk will serve as a general information center for the library. Desk staff will provide “triage” reference by identifying the customers' needs and directing them to the appropriate section in the library to either locate the materials requested or to obtain further assistance at one of the other service desks.

**Occupancy:** 1 staff; 5 public

**Adjacencies:** Entrance/Lobby

**Components:**

	<b>SQ. FT</b>	<b>PROGRAM QTY</b>	<b>SQ. FT.</b>
Desk w/ 2 workstations w/ multitask terminals/printers	35	2	70
Standard shelving section	12	4	48
<b>Total Information Desk</b>			<b>118</b>

## 1.6 New Book Area - 680 Square Feet

This area will consist of display shelving for new adult fiction and nonfiction, special collections, etc., and should be located near the library entrance.

**Occupancy:** 16 public

**Adjacencies:** Entrance/Lobby

### Components:

	SQ. FT	PROGRAM QTY.	SQ. FT.
Shelving, 72" with display new non-fiction	Sects	33	411
Shelving, 72" with display new fiction	Sects	16	204
Display units	30	2	60
<b>Total New Book Area</b>			<b>675</b>

## 2.0 Circulation Services

The public circulation control area is often the busiest and noisiest service point in the library. Here patrons check out all materials, return materials, pay fines, and pick up reserved items.

The various functions of circulation are not always well understood by library users, so these desks need to be designed with furniture, lighting, and signage so areas are clearly defined and marked, and patrons should easily be able to figure out the waiting line pattern. The waiting lines should be placed so they do not hamper the flow of people entering and leaving the library. A single waiting line is preferred. The area should not be intimidating to approach, and patrons should have some privacy as they transact their business.

Circulation Services – Spaces Summary		
		SQ. FT.
2.1	Circulation Service Desk	734
2.2	Circulation Work room	1,840
	<b>Total</b>	<b>2,574</b>

## **2.1 Circulation Service Desk - 730 Square Feet**

### **Check-in, Check-out and Library Card Registration Desk**

This description was written prior to consideration of RFID. It is possible that by the time this library is built, the library will be using RFID. In that case, design will be adapted for RFID use.

A four-station service desk will be oriented to the entrance and exit of the library but accessible to all with a single waiting line. The exit from the library must be clearly visible to staff at this desk to monitor the security gates and operate the remote control security gate release to be located here. Each station at the desk will have a multi-task terminal and printer, a cash register, and a scanning/check out desensitizer. Each station will accommodate collecting fines and fees, checking materials in and out and registering patrons for library cards including space for patrons to write. Service desk will have varying heights to be determined at time of design to accommodate patrons who need to sit and to provide handicapped and children's access. Service desk will also accommodate access to conveyor belt for automated check-in system.

Other needs to be incorporated in this area are space for four book trucks, area for movement of book trucks, a small work table, a wall safe for securing lost and found articles and cash register receipts at closing, four sections of adjustable shelving for reserves and books secured through interlibrary loan, and room for forms storage.

The circulation desk design is to be planned with the library staff so that all necessary requirements for terminals, drawers, files, shelves and electrical and telephone connections are met. Adjustable shelving with doors will be located under the counter. If a standard manufactured unit is not used, the desk should be designed by the architect with the detailing and finish to match other library furnishings and décor. If built-in, it may be included in the millwork contract if high quality construction can be guaranteed. If free standing, it should be included in the special furnishings contract. A freestanding configuration may be considered. The desk should be designed to minimize steps from one workstation to another, and staff should be able to move into public space without walking around a long desk.

The standard circulation desks are counter height (36") with each workstation 36" in counter surface with a minimum of 24" wide.

Two exit charge-out stations with AV check-out capability are to be located adjacent to the check-out desk for patron express self-charge, preferably

highly visible before patrons reach circulation desk. They require a different type of terminal but the power and data requirements are the same as other terminals.

A photocopy machine, a counter or small table, paper storage and a change-making machine should be located adjacent to the circulation area but within the control of the security system.

**Occupancy:** 3-4 staff ; 18 public

**Adjacencies:** Entrance/Lobby  
Circulation Work room

**Components:**

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Staff Stations w/ multitask terminal, printer and Cash register, desensitizer	100	4	400
TTY			
Self-Charge Stations 2/ terminals	50	2	100
Book Truck Storage	12	4	48
Shelving Sections (reserves)	12	4	48
Copy Machine, Changer, Paper	50	2	100
Directory/ Vending Machines	30	1	30
Wall safe	8	1	8
<b>Total Circulation Service Desk</b>			<b>734</b>

## **2.2 Circulation Work Room - 1,840 Square Feet**

This work room is one of the most important work and service areas of the library and will provide for several important functions. The work room must be located directly adjacent to the circulation desk with a partially glazed wall or one-way mirror to provide a view from the work room to the desk area. It is recognized that this placement requirement places some restrictions on the architect, but the efficient functioning of these services is essential to the library. Another separate room with a minimum of three partially glazed walls will also be required to accommodate an Automated Return System. All materials charged out of the library will be returned here for discharge, inspection when necessary, sorting, distribution to branches, and return to the shelves. In addition, all overdues and reserve/request items must be controlled from this area. Access to the Loading Area is also needed for daily pick-up and delivery of books from other city and county libraries.

The supervision of these functions requires an enclosed office to allow privacy, not only for personnel matters, but also for dealing with patron complaints, etc., which can be expected to arise in any active service facility. The area will contain specific assigned workstations and general multipurpose workstations. Work to be done in the Circulation Work Room includes review and processing of overdue notices and check-in of rotating collections, etc.

### **Materials Return and Check-in**

The bulk of materials returned by patrons do not need to be handled by desk staff. An Automated Materials Handling System will move returned library materials on conveyors to machines which are programmed to check-in, resensitize and sort materials by category onto book trucks for this library location. Space will also be needed for sorting books to be returned to other libraries in the county system. All materials returned to the Circulation Work Room to be sent to other libraries will be checked in on the computer system.

Ideally patrons will return books directly into the conveyor belt going to the Circulation Work Room, near the check-in workstations. The architect needs to work early in the process with the automated system vendor to assure best placement of return and conveyors. Adjacencies and the effective path of travel for the conveyor belts are critical.

If the returns use book bins (depressible book trucks), storage for a second set of bins will be needed. Book returns will be needed on the

exterior of the building (one drive-up return and one walk-up return), also emptying into this workroom.

**Occupancy:** 7 staff

**Adjacencies:** Circulation Service Desk  
Loading Area  
Shipping and Receiving

**Components:**

	SQ.FT.	PROGRAM QTY	SQ.FT.
<b><u>Automated Materials Handling Area:</u></b>			
Automated Materials Handling System	600	1	600
Counter, 9 l.f. w/ sink and space below for storage of book bins for incoming and outgoing books			72
Sorting Bins space (25 PLS bins, 15 San Mateo Branches)	300	1	300
6-shelf sections	10	2	20
Sorting Table	50	1	50
OS-2 w/multitask terminal with System Controller	40	1	40
Book Truck Parking	9	20	180
Book Bin Parking	15	3	45
<b><u>Office Area:</u></b>			
Office PO-3 w/multitask terminal/printer	120		120
Workstation w/ multitask terminal/printers OS-2	40	4	160
Shared Workstation OS-1 w/ multitask terminals/printer	60	1	60
Supply Cabinets	14	6	84
Administrative files	12	2	24
Staff Lockers (full size)	1	35	35
Copy Machine	50	1	50
<b>Total Circulation Work Room</b>			<b>1,840</b>



### 3.0 General Adult Fiction Collections and Seating - 4,430 Square Feet

Virtually all of the library's adult fiction collection will be on standard shelving units easily accessible to the public. The collection will contain several separate genre such as mysteries, science fiction, and large type books. These may be shelved in separate portions of the general shelving. Individual and group seating should be interspersed with the shelving to avoid a study hall appearance and to place seating convenient to the shelving. Shelving is to contain 38,005 volumes.

**Occupancy:** 100 public

**Adjacencies:** Information Desk

**Components:**

	SQ. FT	PROGRAM QTY.	SQ. FT.
<b>Collections:</b>			
Shelving, 84" Fiction	Sects	220	2,642
Shelving, 84" Large Type	Sects	23	280
Paperback Spinner		5	191
Paperback Zig-Zags	Sects	15	175
<b>Seating distributed within the shelving areas:</b>			
Table - two place	50	2	100
Single lounge chairs	36	25	900
Low tables interspersed with lounge chairs		6	
Catalog terminals w/ printers - distributed in the shelving areas	36	4	144
<b>Total Adult Fiction Collections and Seating</b>			<b>4,432</b>

### 3.5 Information Desk (Third Floor) – 120 Square Feet

The Third Floor Information Desk will provide customer assistance with locating materials in the following collections: fiction, young adult, foreign language materials, multimedia and backfiles of periodicals.

**Occupancy:** 1 staff; 5 public

**Adjacencies:** Adult Fiction  
Young Adult  
Non-English Language Collection  
Audiovisual Media  
Periodical Backfiles  
Student Research Center

**Components:**

	<b>SQ. FT</b>	<b>PROGRAM QTY</b>	<b>SQ. FT.</b>
Desk w/ 2 workstations w/multitask terminals/printers	35	2	70
Standard shelving section	12	4	48
<b>Total Information Desk</b>			<b>118</b>

#### 4.0 Audiovisual Media Collections and Seating - 1,130 Square Feet

These collections with their seating and special equipment needs should be located to be easily seen and be adjacent to the general fiction collections. As in all of the collection estimates, a percentage of the collection is assumed to be out in circulation at any one time.

**Occupancy:** 20 public

**Adjacencies:** Information Desk  
Young Adult  
Coffee Bar

##### Components:

	SQ. FT	PROGRAM QTY.	SQ. FT.
<b>Collections:</b>			
Shelving, 84" Audio Books	Sects.	19	224
Shelving, 72" CD Browsing	Sects.	13	160
Shelving, 72" Cassette Browsing	Sects.	3	37
Shelving, 84" CD ROMS	Sects.	3	42
Shelving, 72" DVD's Browsing	Sects.	5	56
Shelving, 84" Language Learning	Sects.	4	44
Shelving, 72" Video	Sects.	11	137
Shelving, 72" New Formats	Sects.	6	75
<b>Seating:</b>			
Two place CD listening station	48	1	48
Two place audio tape station	48	1	48
Four place multimedia station	48	2	96
Two place table w/outlet for laptops	50	1	50
Catalog terminals w/ printers	36	3	108
<b>Total AV Media Collections and Seating</b>			<b>1,125</b>

## 5.0 Project Read – 1,050 Square Feet

Office, storage space and a computer lab are required for the library's literacy project. The area must be easy to find, easily accessible, quiet and enclosed. The actual tutoring will take place in individual study rooms, some for two persons and at least one for eight with a center table. These study rooms are provided in section 8.2. Some will be located near Project Read. A reception area will include three chairs for clients.

**Occupancy:** 4 staff; 11 public

**Adjacencies:** Nonfiction  
Study Rooms

### Components:

	SQ.FT.	PROGRAM QTY.	SQ. FT.
Side chairs	18	3	54
Low table for display of materials	30	1	30
Workstation SS-1 w/ computer/printer, 3 vertical files	110	1	110
Six sections office shelving	60	1	60
Literacy Coordinator's Office PO - 3 w computer/printer	120	1	120
Workstation OS – 3 w/computer/printer	85	3	255
Six place table	120	1	120
Supply Cabinet (lockable)	14	1	14
Computer Lab with 4 workstations	50	4	200
Shelving-Project Read materials	Sects.	7	84
<b>Total Project Read</b>			<b>1,047</b>

## 6.0 Children's Services - 10,210 Square Feet

Children's Services – Spaces Summary		
		SQ. FT.
6.1	Children's Services Area	9,209
6.2	Children's Services Work room	1,001
	<b>Total Children's Services</b>	<b>10,210</b>

All children's services and collections, with the exception of circulation functions, take place in this area. This should be an open and visually distinctive area that incorporates a child and family-friendly design. The space should be flexible, including mobile stations for public computers and movable equipment with access to power. Table shapes may vary. The program room will have soundproof walls that can be moved, allowing for multi-use and adjacency to the picture-book area. The Children's area should have direct access from the Entrance/Lobby and Circulation so there is no need to pass through the adult area. It should be a separate semi-enclosed area defined by shelving, visual screens or decorative device. At the time of design it may be decided that the area will require full enclosure.

The area will have many sub-areas: picture book area, elementary grade area audiovisual media, service desk, display, rest rooms, work room, etc. Every attempt should be made to design the area in a small scale, light, imaginative way to provide a child-like feeling of exploration and adventure with flexibility in arrangement and display.

An informal Storytelling Area to seat 50 will feature padded risers for seating or lounging with the capacity for storage beneath.

Provide separate children's occupant unisex lockable rest rooms with low height fixtures, diaper changing counter, and disposable container, and easily supervised entrance.

The total open shelf children's print collection will house 65,585 items of a collection of 87,650 (20% - 40%, depending on type, is anticipated to be in circulation). Children's seating should be a mixture of two and four place tables for children and adults, and several special purpose seating units.

## 6.1 Children's Services Area – 9,209 Square Feet

**Occupancy:** 3 staff; 70 public  
2 staff; 50 public (Storytelling Area)

**Adjacencies:** Circulation Desk  
Entrance/Lobby  
Other Program Rooms  
Children's Services Work Room

### Components:

	SQ.FT.	PROGRAM QTY.	SQ. FT.
Main Service Desk, 3 stations, low counter-type station w/ 3 multitask terminals w/ printers	300	1	300
Multitask terminal stations w/ printers	36	15	540
Copy machine w/ paper storage	50	1	50
Shelving, 45" Reference	Sects.	9	108
Shelving, 45" Picture Book collection	Sects.	181	2176
Shelving, 66" Fiction	Sects.	45	538
Shelving, 66" Non-Fiction	Sects.	151	1814
Shelving, 66" Languages	Sects.	52	624
Shelving, 66" Periodical Display	Sects.	4	25
Shelving, Display allowance	Sects.	8	98
Shelving, 66" Audio Books	Sects.	3	33
Shelving, 66" Compact Discs Browsing	Sects.	4	48
Shelving, 66" Cassettes/Kits	Sects.	2	20
Shelving, 66" CD ROMS	Sects.	4	50
Shelving, 54" DVD's Browsing	Sects.	10	125
Shelving, 66" Videos	Sects.	2	29
Shelving, 54" New Formats	Sects.	5	63
Book Truck Space at Shelving Ends	9	8	96
<b>Seating</b>			
<b>Picture Book Area:</b>			
Tables 25" high x 30" x 60" w/ 4 stools each	88	3	264
Two place low lounge seating for adult & child or several children	44	2	88

<b><i>Elementary Area:</i></b>			
Tables 28" high x 30" x 60" w/ 4 chairs each	100	10	1,000
Two place audio station	48	3	144
Two place video station	48	4	192
<b><i>Nursing Room Connected w/ Rest Rooms:</i></b>	60	1	60
Chair – changing counter			
Diaper disposal unit			
Rest Rooms w/ changing counter and shelves	50	2	100
Open area (could be outdoor for children/parents)	100	1	100
Display kiosk	12	2	24
<b><i>Storytelling Area</i></b> (for 50) with padded risers for seating and storage beneath	500	1	500
<b>Total Public Children's Services Area</b>			<b>9,209</b>

## 6.2 Children's Services Work Room

This area includes an office, workstations, storage for display and children's program materials and equipment, and a large worktable with storage underneath for preparation of posters, displays and craft projects.

**Occupancy:** 7 staff

**Adjacencies:** Children's Services Area

### Components:

	<b>SQ.FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Children's Services Work Room w/ glass enclosed PO - 2 office w/ multitask terminal/printer	180	1	180
General Workstation OS – 2 w/multi-task terminals/printers	40	6	240
PC Server	35	1	35
Work Room with Storage Shelving, 24" x 36 on one wall	Sects.	12	120
Shelving, 72" Books	Sects.	6	72
Shelving, 72" Get Ready Boxes	Sects.	6	72
Counter, 8 l.f. w/ sink cupboards above & below w/ one section w/ 30" deep flat drawers or in table.	64	1	64
Display Work Table, Special Design	144	1	144
Copy Machine	50	1	50
Vertical Files	12	2	24
<b>Total Children's Services Work Room</b>			<b>1,001</b>



## 7.0 Information Services - 9,310 Square Feet

Information Services – Spaces Summary		
		SQ. FT.
7.1	Information Services Collections and Seating	5,842
7.2	Copy Center	364
7.3	Business Services Collections and Seating	1,694
7.4	Information Services Work Room	1,410
	<b>Total Information Services</b>	<b>9,310</b>

The public service information area is a vital area in the library. The key to this area is the Information Services Desk/counter (two level) that should be visually apparent and easily approachable by all library users. This should be a three-station desk, divided to provide easy movement of staff into the public area to accommodate staff mobility throughout the floor. The personnel at this service desk provide assistance with the location, evaluation and use of all kinds of information and library materials both in and out of the library.

The information service area will contain the non-circulating reference book collection and specialized reference files, indexes, pamphlets, microforms, and catalogs of the library.

The desk area needs to be designed to include shelving for Ready Reference and secured reference items (those requiring an ID). Shelving space will be needed to house the items that would remain behind the desk and not be directly available to the public.

There is also a need for a shelf list cabinet to store in-house indexes - a minimum of 30 drawers for reference files (local history index, clipping files index, literary criticism index, maps). In addition a shelf list cabinet is needed for the song index with 30 drawers.

The information desk should be the focal point of the information services area with the various indexes, catalogs, reference collection, directories, etc., fanning out from it. Each of three workstations should have a multiline telephone and the microform equipment and various fiche files should be located to be equally accessible from any station. A multitask terminal should also be provided at each workstation. The use of mobile stations and cordless phones will allow staff to easily assist public

throughout the floor. The design of the desk should be discussed with staff during the design stage.

The area immediately behind the desk should consist of counter height (45") shelving with various catalogs, indexes, terminals, and microform readers located thereon. One microfiche cabinet should also be located here.

## 7.1 Information Services Collections and Seating - 5,842 Square Feet

**Occupancy:** 3 staff; 100 public

**Adjacencies:** Study Rooms  
Copy Center  
Training Room  
Business Collection  
Information Services Work Room

### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Information Services Modular Desk - 2 level, 3 stations	100	3	300
Multitask terminals - 3 (2 w/ printers)	36	3	108
Microfiche Reader	35	1	35
Pamphlet files - 4-drawer	12	18	216
Map Cases - 5-drawers each (stacked 3 high)	50	2	100
TTY Machine	35	1	35
Fax Machine- public, self-charge w/venda card	40	1	40
<b>Collections:</b>			
Shelving, 45" Desk Reference Material	12	4	48
Shelving, 45"	Sects.	50	600
Shelving, 84"	Sects.	117	1400
<b>Seating:</b>			
Index tables, 30" tables w/ 2 shelves above	100	2	200
Four place tables	100	3	300
Multitask Terminal stations w/ printers	40	22	1000
General Reference Seating: 2 place tables interspersed w/reference shelving	50	10	500
Two Place carrels	72	5	360
Enclosed Quiet Reading Area - single place tables	25	24	600
<b>Total Information Services Collections and Seating</b>			<b>5,842</b>

## 7.2 Copy Center - 364 Square Feet

For the convenience of library users, a Copy Center will be located adjacent to the Information Services and Business Services collections. It will feature four leased copiers, one of which will make color copies. A change making machine, fax machine and tables for sorting copies will also be incorporated into the design.

**Occupancy:** 4-8 public

**Adjacencies:** Information Services  
Business Services

### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Photocopy Machines (alcove area), one color w/counter and collators	50	4	200
Change making machine	20	1	20
Copy paper storage cabinet (lockable)	14	1	14
Fax machine	30	1	30
Sorting tables	50	2	100
<b>Total Copy Center</b>			<b>364</b>

### 7.3 Business Reference Services - 1,694 Square Feet

This area will be a semi-enclosed space for business directories, related reference books and business periodicals. Seating will consist of two place tables to seat ten. This area must be monitored from the Reference Desk so it must be within the sightline of that desk

**Occupancy:** 20 public

**Adjacencies:** Information Services  
Copy Center  
Training Room  
Information Services Work Room

**Components:**

	SQ FT.	PROGRAM QTY.	SQ. FT.
<b>Collections:</b>			
Shelving, 45" Directories, etc.	Sects.	50	600
Shelving, 72" Periodicals on Display Shelves	Sects.	7	84
<b>Seating:</b>			
Four place tables	100	4	400
Index table	100	1	100
Lounge chairs	36	8	288
Vertical files - 4-drawer	12	1	12
Multitask terminals w/ printers	40	4	160
Copy Machine	50	1	50
<b>Total Business References Services</b>			<b>1,694</b>

#### 7.4 Information Services Work Room - 1,410 Square Feet

This is a general enclosed staff work room. The area will provide for separate but related functions including Interlibrary Loan for both borrowing materials from and loaning materials to other libraries; AV processing and periodicals processing. It will include miscellaneous shelving, one office for the Library Team Coordinator of Information Services, a counter with a sink, a bulletin board, multitask terminals, and administrative files. The work room should have as direct and convenient access as possible to the Information Services area, but is considered secondary rather than primary space.

**Occupancy:** 16 staff

**Adjacencies:** Information Services  
Business Reference Services

**Components:**

	SQ FT.	PROGRAM QTY.	SQ. FT.
Private Office w/ multitask terminal/printer PO - 2	180	1	180
Open Station w/ multitask terminals OS – 1	60	15	900
Counter (8 l.f.) w/ sink and Fax machine	48	1	48
Copy Machine	50	1	50
Storage cabinets	14	2	28
Vertical files	12	2	24
Shelving sections	12	5	60
High Speed Printers networked to multitask terminals	40	3	120
<b>Total Information Services Work Room</b>			<b>1,410</b>

## 8.0 General Adult Nonfiction - 10,926 Square Feet

General Adult Nonfiction – Spaces Summary		
		SQ. FT.
8.1	Adult Nonfiction Collections	7,946
8.2	Adult Nonfiction Seating	2,980
	<b>Total General Adult Nonfiction</b>	<b>10,926</b>

### 8.1 General Adult Nonfiction Collections – 7,496 Square Feet

Essentially the entire adult nonfiction collection of this library is available on shelves that are open and easily accessible to the public. The adult nonfiction book collection shelving (with the exception of reference books) should provide for 92,565 volumes of a 108,900 volume nonfiction collection. This inventory capacity figure has been determined on the basis that a certain percentage of the collection will be in circulation at any given time, and that other volumes will be shelved in the Non-Public Collection Storage Room. The on-line catalog in this area will require a minimum of eight multitask terminals, each requiring electrical data lines and telephone cable.

It is important that the minimum design considerations set forth previously be adhered to in order to enable the collection to be housed in such a manner as to provide logical and easy access to the collection and to avoid a warehouse look. For this purpose, the criteria listed previously are to be followed.

**Occupancy:** 100 public

**Adjacencies:** Information Services Desk  
General Adult Nonfiction Seating/Quiet Reading Room

#### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Shelving, 84"	Sects.	643	7,714
Shelving, Allowance for book display	Sects.	9	104
Catalog Terminals w/ printers on stands & dispersed	16	8	128
<b>Total General Adult Nonfiction Shelving</b>			<b>7,946</b>

## 8.2 General Adult Nonfiction Seating - 2,980 Square Feet

General seating is to be dispersed with the general nonfiction shelving ranges to provide for a total of 70 readers divided between various types of seating plus eight semi-enclosed study rooms, and a Quiet Study room, the latter to be located adjacent to Business Services. These study rooms and the three included in the Young Adult section will be disbursed among the three floors. Some will be adjacent to Project Read.

The Quiet Study Room will have seating for 16 at two and four place tables. Each individual study room should consist of a reading counter and two chairs with a glazed door or wall. These rooms should be wired for laptop computer use. The large number of study rooms is to provide enough for the use by the Project READ program in addition to those who need space for group study.

**Occupancy:** 102 public

**Adjacencies:** General Adult Nonfiction Collections  
Information Services Desk

### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Individual one place tables or carrels	36	10	360
Two place tables	50	10	500
Four place tables	100	5	500
Two place carrels (wired)	72	10	720
Individual study rooms (two person)	50	8	400
Quiet Study Room	500	1	500
<b>Total General Adult Nonfiction Seating</b>			<b>2,980</b>



## 9.0 Non-English Language Collections – 1,380 Square Feet

This area will provide for adult collections in Spanish, Chinese, Japanese, Farsi and other languages as determined by community need. This space will be adjacent to Adult Fiction or Nonfiction and seating from those areas will be interspersed to accommodate these collections as well.

**Occupancy:** 20 public

**Adjacencies:** Information Desk

### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Shelving, 84"	Sects.	115	1,380
<b>Total Non-English Language Collections</b>			<b>1,380</b>

## 10.0 Current Periodicals - 2,378 Square Feet

This area will provide for the display of current issues of approximately 700 periodical titles and newspapers and seating for 47 readers. The seating should provide for 32 readers at tables and 15 readers in lounge chairs.

The periodicals and newspapers should be displayed on sloping periodical shelving with standard single face dimensions of 60" high x 16" deep. Each section is 36" wide and, with four sloping shelves per section, can accommodate 12 to 15 titles per section face. The bottoms of the highest shelf can be no more than 48" in height from floor level.

**Occupancy:** 47 public

**Adjacencies:** Entrance/Lobby  
Information Services Desk

### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Shelving, 72" Display w/ sloping shelves	Sects.	43	516
Miscellaneous Collections			400
Two-place tables	50	4	200
Four-place tables	100	6	600
Lounge chairs	36	15	540
Copy Machine	50	1	50
Multitask terminals	36	2	72
<b>Total Current Periodicals</b>			<b>2,378</b>

### 11.0 Periodical Back Files - 1,580 Square Feet

This area houses the periodical back files of the library on microfiche, microfilm, and original print copies. The print copies are both bound and unbound. They will be on shelving open to the public and service inquiries will be handled at the Information Desk.

**Occupancy:** 10 public

**Adjacencies:** Information Desk

**Components:**

	SQ FT.	PROGRAM QTY.	SQ. FT.
Multitask terminals	36	8	288
Microfiche or microfilm cabinets	12	24	288
Microfiche/Microfilm Reader/Printers	36	4	144
Shelving, 84" bound and unbound periodicals	Sects.	72	860
<b>Total Periodical Backfiles</b>			<b>1,580</b>

## 12.0 Young Adult Collection and Seating - 1,690 Square Feet

A separate informal area for young adults located adjacent to the Audio Visual Media Collection and Student Research Center, and consisting primarily of selected titles (many of them duplicates) with heavy emphasis on paperbacks. Informal seating for 18 is desired in semi-enclosed areas. This area will also have adjacency to refreshments in the Coffee Bar.

**Occupancy:** 40 public

**Adjacencies:** Audio Visual Media Collections  
Coffee Bar  
Student Research Center

### Components:

	SQ FT.	PROGRAM QTY.	SQ. FT.
Shelving, 84"	Sects.	18	211
Shelving, 72" Zig Zag	Sects.	24	292
Shelving, 72" current subscriptions	Sects.	2	19
Single place tables	25	2	50
Two place tables	50	4	200
Lounge chairs	36	8	288
Multitask terminals	36	5	180
Group study rooms for six	150	3	450
<b>Total Young Adult Collection and Seating</b>			<b>1,693</b>

## 12.5 Coffee Bar - 350 Square Feet

This will be a small sit-down area with a serving area that can be secured. No food preparation facilities will be provided. The space will seat 12 informally at tables. Adjacency to Young Adult and Student Research Center areas will enhance the experience of older children and teens using these two spaces.

**Occupancy:** 12 public

**Adjacencies:** Young Adult  
Student Research Center  
Audiovisual Media

### Components:

	SQ. FT.	PROGRAM QTY.	SQ. FT.
2-place tables	25	6	300
Serving area	50	1	50
<b>Total Coffee Bar</b>			<b>350</b>

### 13.0 Student Research Center – 942 Square Feet

This area is a research center for the joint use project with the schools. The space is enclosed with a glass wall for viewing. Students at the fourth and fifth grade levels and their families use this area for assistance with research assignments and information literacy. Volunteers and staff will assist in the use of the on-line catalog, databases, the Internet, print and other formats to research and identify reliable resources for information to complete assignments. Assignments from the schools will be available through e-mails to the library.

The space will have tables and chairs where students and parents can sit together and work on assignments as well as computer stations where a student can sit and be assisted. Basic reference sources for this age level will be duplicated in this area and materials related to topics being assigned for research will be rotated in and out of this space.

It is preferred that shelving for materials be movable, allowing this space to be flexible to meet the changing formats in the next 20 years. Tackable walls and a self-standing white board will also give the space greater flexibility.

While the core target is research and information literacy, the atmosphere in the space for this service will be family friendly with information to link families to other programs, both through the library and other agencies that meet other literacy needs identified by the schools and communities. Information racks will be needed to display these materials.

**Occupancy:** 1 staff; 24 public

**Adjacencies:** Information Desk  
Coffee Bar

#### Components:

	SQ. FT.	PROGRAM QTY.	SQ. FT.
Shelving on wheels, 39" w/6 shelves total, back to back	3.5	4	14
Multitask terminals, wrkstns to seat 2	72	4	288
Four place tables	96	4	384
Open station w/multitask terminal for volunteer	140	1	140
Color printer	22	1	22
Book trucks	44	2	88
White board, free standing & mobile	6	1	6
<b>Total Student Research Center</b>			<b>942</b>

#### 14.0 Meeting and Separate Rooms - 4,834 Square Feet

Meeting and Separate Rooms – Spaces Summary		
		SQ. FT.
14.1	Major Meeting Room	3,222
14.2	Program Room	500
14.3	Conference Room	480
14.4	Store Room	200
14.5	Training Room	432
	<b>Total Meeting and Separate Rooms</b>	<b>4,834</b>

The meeting room complex composed of the Major Meeting Room, Program Room, Conference and Store Room must be located to be available to the public when the rest of the library operation is closed. One or more entrances may be needed to include entrance from within the library and also entrance and exit that denies access to the rest of the library. Rest rooms must be adjacent or available to the meeting rooms. Coat and hat facilities should be inside each room.

The large and small meeting rooms should allow entry from a public lobby with tackable surface walls that can also serve as an exhibit area. This lobby should not only provide access to the public rest rooms and direct access to the library circulation area, but should also provide alternative access during the hours the library is closed.

## 14.1 Major Meeting Room - 3,222 Square Feet

This room will be used for library programs and receptions. Seating space for 150 persons on stacking chairs is needed on a flat floor to allow multipurpose use of space. The ceiling height must be sufficient to allow ease of viewing video projection, films, slides, etc., and not restrict the viewing area. The room should be dividable in three sections, not necessarily equal in size, with soundproofing to carry through to the underside of the floor above. Room dividers are to be invisible when not in use.

The room must include many special electrical connections. Located at the front of the room should be microphone input jacks, remote control for projector on/off switch, override light control switch, two large wall mounted stereophonic speakers, and monaural speakers for a public address system. For distance presentations, the room must contain receiving video and audio equipment.

The front of the room should be designed to allow multiple projections on the wall surface itself. Side and rear walls should have tackable surfaces and hanger rails at 6' height for display purposes. The room should include video monitors, either one at each side or one large central video screen.

The Major Meeting Room should have direct access to a **Storage Room** for chairs and tables and to a separate room or alcove containing a kitchen unit with sink and serving counter (Dwyer or similar). It is very desirable but not mandatory, that the storage room also be directly accessible from the meeting room lobby.

A 340 square foot **Control Room**, located at the rear of the Major Meeting Room, will house video, slide, and film projection equipment as well as dimmer/rheostat light switches for the Major Meeting Room (with an on/off override at both the front of the Meeting Room and at the entrance). There should be a small wall mounted monitor speaker in the Control Room to check sound levels in the Major Meeting Room. There should be a dimmer light switch to control light level in the Control Room itself. An equipment counter will provide amplifiers and projection switches and controls.

A 50 square foot **Costume Changing Room** located at the rear of the Major Meeting Room will provide preparation space for dance and theater groups performing in the room.



**Occupancy:** 150

**Adjacencies:** Entrance/Lobby  
Public Restrooms  
Children's Area

**Components:**

	<b>SQ FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Seating	15	150	2,250
Control Room w/receiving video/audio projection equipment		1	300
Storage Room	340	1	340
Costume Changing Room	50	1	50
Kitchen	280	1	280
Large ceiling or wall projection screens			2
<b>Total Major Meeting Room</b>			<b>3,222</b>

## 14.2 Program Room – 500 Square Feet

The Program Room will preferably be square in shape to accommodate ganged square tables as part of the meeting room complex. The Program Room should provide for a minimum of 40 persons in rows of chairs or 50 children seated on cushions. One wall should contain a display/chalk board and display rails should be provided on at least two walls. The Program Room should be entered off the lobby serving the Major Meeting Room and should, if possible, connect with the Children's area.

Within the room should be a sound speaker and a video monitor, each zoned from a separate jack at the amplifier and switcher in the Control Room. To allow two-way communication for distant learning the Program Room should also contain a TV camera and an audio connection to the camera. Additional equipment is detailed below.

**Occupancy:** 40 adults/50 children

**Adjacencies:** Children's Area  
Public Restrooms  
Entrance/Lobby

### Components:

	<b>SQ. FT.</b>
Chairs to accommodate 50	
Walls suitable for mounting	
Lighting variations appropriate for story hours	
Video projection and large monitor	
Multitask terminal connection	
<b>Total Program Room</b>	<b>500</b>

### 14.3 Conference Room – 480 Square Feet

The Conference Room should provide for 24 persons at combinations of 42" square tables. One wall should contain a display/chalk board and display rails should be provided on at least two walls. The Conference Room should be entered off the lobby serving the Major Meeting Room. Within the room should be a sound speaker and a video monitor, each zoned from a separate jack at the amplifier and switcher in the Control Room. To allow two-way communication for distant learning the Conference Room should also contain a TV camera and an audio connection to the camera. Additional equipment is detailed below.

**Occupancy:** 24 public

**Adjacencies:** Entrance/Lobby  
Public Restrooms

#### Components:

	<b>SQ. FT.</b>
Tables and chairs for 24	
VCR for playback	
VCR for local recording	
Computer projection system	
Video slide projector	
Video disc player	
Camera with tilt/zoom	
Video chalk board	
Audio tape recording/playback equipment	
Multitask terminal connection	
Storage desk w/cabinets above	
<b>Total Conference Room</b>	<b>480</b>

#### 14.4 Store Room – 200 Square Feet

The Store Room is located between the Program and Conference Rooms and can be accessed from either room. It provides storage of 75 stackable chairs, folding tables and miscellaneous equipment.

**Occupancy:** N/A

**Adjacencies:** Program Room  
Conference Room

**Components:**

	<b>SQ. FT.</b>
To accommodate 75 chairs and folding tables	
<b>Total Store Room</b>	<b>200</b>

## 14.5 Training Room – 432 Square Feet

The Training Room is to accommodate 12 students and an instructor. Tables or workstations will include phone and data wiring with outlets for connecting laptop computers but which can also be used for training or presentations without computers. The instructor's station will include computer projection, white board and related instructional equipment. Secured storage for laptop computers and instructional materials is required. Specific details will be determined at the time of final design. This room does not need to be a part of the meeting room complex. The preferred location is near the Information Services Workroom and Computer Storage and Staging area.

**Occupancy:** 1 staff; 12 public

**Adjacencies:** Information Services  
Information Services Workroom  
Business Reference Services

### Components

	<b>SQ. FT.</b>
Tables/computer work stations (12) w/phone and data wiring	
Instructor's station with computer video projection	
Storage cabinet (lockable)	
<b>Total Training Room</b>	<b>432</b>

## 15.0 Public Rest Rooms - 2,400 Square Feet

Public Rest Rooms should be as unobtrusive as possible. Ideally, one set of public rest rooms for each floor (maximum of two sets plus the rest rooms listed in the Children's Area) would serve the library and meeting rooms. If the meeting room access problem results in separate areas not available at all hours, separate rest rooms for the meeting room complex and the library may be necessary. It is the consultant's experience (as reflected in all our programs) that in the majority of new public libraries the rest rooms are larger than the need requires. Careful review of local code requirements must be considered in view of the normally minimal demand in relation to the size of the building.

The materials on the floors and walls of the rest rooms should be ceiling height ceramic tile or similar hard glazed and easily maintained surface. Each rest room should contain: required plumbing fixtures, floor drain, mirrors, shelf and coat hook units with 12" rack for books and brief cases and a changing counter. The women's rest rooms should provide for coin operated sanitary napkin and tampon dispenser and disposal unit and include a small shelf in each stall.

One handicapped stall must be provided in each rest room.

**Occupancy:** 8 public

**Adjacencies:** Meeting Rooms

### Components:

	SQ. FT.	PROGRAM QTY.	SQ. FT.
Public Restrooms	600	4	2,400
<b>Total Public Restrooms</b>			<b>2,400</b>

## **ADMINISTRATIVE AND SUPPORT AREAS**

Efficiency of operations would dictate that the administrative offices be located in one complex, which should be easily accessible (and, if possible, visible to the public) but may be located in secondary rather than primary space. It would be most efficient if there is only one public entrance to the Administrative area with a second staff entrance.

## 16.0 Administration and Administration Support – 2,146 Square Feet

Administration and Administration Support – Spaces Summary			
			SQ. FT.
16.1	Administration Office Area		960
16.2	Administration Support Work Area		
	16.21	Reception Desk	197
	16.22	Secretary/Business Operations	250
	16.23	Shared Station & Volunteer Work Area	511
	16.24	Professional Library	48
	16.25	Library Foundation Office	180
<b>Total Administration and Administration Support</b>			<b>2,146</b>

### 16.1 Administration Office Area - 960 Square Feet

The administration area will house the City Librarian, Library Operations Manager and Library Team Coordinator (Fund Development/Volunteers). A staff Conference Room with seating for 12 and wiring for two-way video and audio activity will also be included in this area.

**Occupancy:** 3 staff

**Adjacencies:** Administration Support Work Area  
Reception Desk

#### Components:

	SQ. FT.	PROGRAM QTY.	SQ. FT.
City Librarian's Office, w/multitask terminal and printer	250	1	250
Conference Room, wired for computer projection and two-way video/audio, with 2-piece table for 12, credenza, display walls	350	1	350
Administrative Office PO - 2 with multitask terminal and printer	180	2	360
<b>Total Administration Office Area</b>			<b>960</b>



## 16.21 Reception Desk – 193 Square Feet

The Reception Area will be located adjacent to the City Librarian's Office. Reception staff will greet visitors and perform other secretarial and Business Office functions such as receiving and routing mail, periodicals and supply shipments.

**Occupancy:** 1 staff; 4 public

**Adjacencies:** Administration Office Area, including City Librarian's Office  
Administration Support Work Area

### Components:

	<b>SQ FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
OS - 3 w/ multitask terminal/printer	85	1	85
Side chairs	18	4	72
Low side table	18	1	18
Book Case	10	1	10
In and Out Board	12	1	12
<b>Total Reception Desk</b>			<b>197</b>

## 16.22 Secretary/Business Operations

Work area for staff providing clerical support and personnel, payroll and accounting functions.

**Occupancy:** 3 staff

**Adjacencies:** Reception Desk  
Administration Office Area, including City Librarian's Office

### Components:

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Workstation: desk w/ return, multitask terminal, printer SS - 3	83	2	166
Vertical File Cabinets	12	2	24
Workstation OS – 1	60	1	60
<b>Total Secretary/Business Operations</b>			<b>250</b>

### 16.23 Shared Station & Volunteer Work Area

Area for staff and volunteer work projects including mailings, flyer production and supply sorting.

**Occupancy:** 2-8 staff

**Adjacencies:** Administration Support Work Area

**Components:**

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
SS - 1 desk w/return, typewriter, multitask terminal, printer, shredder and back reference surface	110	1	110
Vertical file cabinet	12	1	12
Wall safe	10	1	10
File storage unit (lockable) for all central files - 20 drawers	12	5	60
Key cabinets (wall mounted)	8	2	16
Coat rack	12	1	12
Work table w/ 4 chairs, scale, paper cutter	75	1	75
Counter (6 l.f.) w/ lockable storage cabinets above and below	48	1	48
Bulletin board	8	1	8
Mail cubby holes	10	1	10
Copy machines (2), shredder, fax, collator, work table, paper storage cabinet	150	1	150
<b>Total Shared Station &amp; Volunteer Work Area</b>			<b>511</b>

#### 16.24 Professional Library

Collection of materials for staff use.

**Occupancy:** N/A

**Adjacencies:** Administration Support Work Area

**Components:**

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Shelving for professional staff collection and brochures	12	4	48
<b>Total Professional Library</b>			<b>48</b>

## 16.25 Library Foundation Office – 180 Square Feet

**Occupancy:** 1 staff; 1 public

**Adjacencies:** Administration Office Area, including Library Team  
Coordinator's Office  
Reception Desk

**Components:**

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Administrative Office PO - 2 with multitask terminal and printer	180	1	180
<b>Total Library Foundation Office</b>			<b>180</b>

## **17.0 Technical Services Work Room - 2,006 Square Feet**

This work area should be located near the Shipping & Receiving and Loading Areas so it can easily receive deliveries of new materials and mail. There should be a convenient flow of deliveries from Shipping & Receiving to Technical Services. A Team meeting room, with seating for 12, will be needed with tackable walls and white board.

The three main functions of Technical Services are Acquisitions, Cataloging, and Processing.

### **Acquisitions:**

This section is responsible for ordering and receiving all library materials. Four workstations with multi-task terminals and printers are required.

### **Cataloging:**

This section is responsible for creating records of the library's materials for the library's on-line catalog. Five workstations are required. Each workstation will need terminals and printers. Storage is required for books and other materials waiting to be cataloged. The printers are noisy, requiring attention to acoustics and lighting appropriate to the work to avoid glare on computer screens.

### **Processing:**

This section is responsible for preparing books and AV materials for circulation. Four workstations are required with storage for standard sets of supplies and a flat work surface. One workstation is for book processing, one for AV materials, one for book mending and one for binding. Storage will be needed for books and AV materials awaiting processing.

The Technical Services supply closet will house only frequently used supplies and convenient quantities of supplies bought in large quantities. Many supplies will be in the library's general supply room and it would be convenient for Technical Services Processing to be close to that room.

Personnel in this department want windows. A shared work area will be needed where boxes of books and AV materials can be unpacked and shelved to await cataloging and processing.

Space allocations and aisle widths must be larger than general office situations because of the movement of a large number of book trucks. All of the diverse work processes must be taken into account when designing this area so that the resulting layout will be efficient and functional. Final room layout and relationships must be analyzed by staff during the design

process. The total area must remain as flexible as possible to accommodate future changes.

A grid of underfloor electrical and telephone conduit with outlets mounted flush and capped is required in addition to standard wall and counter outlets.

**Occupancy:** 13 staff

**Adjacencies:** Automated Materials Handling System  
Shipping & Receiving  
Loading Area

**Components:**

		<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>	
<b>17.1</b>	<b>Team Meeting Room w/ terminal and printer</b>	300	1		300
<b>17.2</b>	<b>Acquisitions</b>				
	Acquisitions workstation w/ multi-task terminal, printer, book trucks, SS-2	85	2	170	
	Ordering workstation w/ multitask terminal, printer OS-1	60	2	120	
	Book truck storage	12	6	72	
	Unpacking area w/ ten shelving sections, work table, 10' counter with Fax and storage for sorting bins underneath.	300	1	300	662
<b>17.3</b>	<b>Cataloging</b>				
	Cataloging workstations, each w/1 multitask terminal & printer, book trucks, OS - 1	60	5	300	
	Book Truck Storage	12	8	96	396
<b>17.4</b>	<b>Processing</b>				
	Book processing workstation w/ terminal, printer, supply storage, book trucks, OS - 1	60	1	60	
	AV processing workstation w/terminal, supply storage, book trucks, OS - 1	60	1	60	

	Book mending & bindery workstation w/ terminal, printer, supply storage, book trucks, OS – 1	60	2	120	
	Shared counter (6 l. f.) w/ sink, laminator, storage of supplies above, book trucks below	48	1	48	
	Shared shelving sections	12	20	240	
	Book truck parking	12	10	120	648
<b>Total Technical Services Work Area</b>					<b>2,006</b>



## 18.1 Telecommunications Room for Branches & Departments - 150 Sq. Ft.

**Occupancy:** N/A

**Adjacencies:** One room to be located on each floor, with first floor Telecommunications Room located near Computer Storage and Staging Room.

### Components:

	SQ.FT.	PROGRAM QTY.	SQ. FT.
T-3 line and fiber optic mounting board. Space conduit to roof and conduit to exterior	150	1	150
<b>Total Telecommunications Room</b>			<b>150</b>

## **18.2 Computer Storage and Staging - 150 Square Feet**

A secure storage and staging room for computers, some of which are under repair. Requires a work counter (6 l. f.) w/ several outlets, two chairs and two sections of industrial deep shelving. Locate adjacent to the Telecommunications Room.

**Occupancy:** 1-2 staff

**Adjacencies:** Telecommunications Room

### 18.3 Non-Public Collection Storage - 1,000 Square Feet

One non-public collection storage area is recommended for the building. This room will contain seasonal materials, older reference items, currently unneeded duplicates, unsorted gifts and some items which need secure protection from theft or mutilation, etc. Storage will be compact shelving requiring a 250-pound live load floor weight.

**Occupancy:** N/A

**Adjacencies:** Information Services

**Components:**

	SQ FT.	PROGRAM QTY.	SQ. FT.
Compact Shelving			1,000
<b>Total Non-Public Collection Storage</b>			<b>1,000</b>

## 19.0 Staff Facilities - 1,600 Square Feet

A staff area for light food service in a comfortable atmosphere should be located with consideration to staff entrance and work areas. The area will include a kitchen, lounge chairs, and vending machines, as well as seating at tables. One tackable wall will be needed. Two restrooms will be required here in addition to staff restrooms on other floors.

<b>Staff Facilities – Spaces Summary</b>		
		<b>SQ. FT.</b>
19.1	Staff Room	848
19.2	Wardrobe, Lockers and Restrooms	430
19.3	Other Staff Restrooms	320
	<b>Total Staff Facilities</b>	<b>1,598</b>

### 19.1 Staff Room - 848 square feet

**Occupancy:** 4 - 12 staff

**Adjacencies:** Wardrobe, Lockers and Restrooms

**Components:**

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Counter (16 l.f.) w/sink and cabinets, microwave oven on counter, dishwasher	112	1	112
Refrigerator	24	2	48
Vending machines	36	3	108
Coffee pot area	12	1	12
Square tables w/4 chairs each	72	4	288
Lounge chairs w/tables	35	8	280
<b>Total Staff Room</b>			<b>848</b>

## 19.2 Wardrobe, Lockers, Rest Rooms - 430 Square Feet

**Occupancy:** 2-4 staff

**Adjacencies:** Staff Room

### Components:

	<b>SQ. FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Lockers 2' x 2' for 60	25	60	150
Coat racks w/shelves – 20 l.f.	4	20	80
Restrooms w/vanity and 8" deep parcel shelves	70	2	140
Shower room	60	1	60
<b>Total Wardrobe, Lockers and Restrooms</b>			<b>430</b>

**19.3 Other Staff Rest Rooms - 320 Square Feet**

**Occupancy:** 8 staff

**Adjacencies:** To be located on each floor.

**Components:**

	<b>SQ FT.</b>	<b>PROGRAM QTY.</b>	<b>SQ. FT.</b>
Two person occupancy each	80	4	320
<b>Total Other Staff Restrooms</b>			<b>320</b>

## 20.0 Storage Rooms – 1,146 Square Feet

Four types of storage room areas will be needed. The custodian's storage area will provide shelving for supplies, a workbench area for repair and maintenance and a computer workstation. Storage rooms will also be needed for bulk Technical Services supplies and for office supplies administered by the Business Office. A portion of this should be unlocked storage for forms and equipment used by staff. Another room will be needed for storage of display materials and supplies. This room will include a large worktable for poster size layouts with storage above and below.

Storage Rooms – Spaces Summary		
		SQ. FT.
20.1	Custodial Storage	446
20.2	Technical Services Supplies Storage	150
20.3	Office Supplies Storage	300
20.4	Display Materials Storage	250
	<b>Total Storage Rooms</b>	<b>1,146</b>

**Adjacencies:** Loading Area  
Shipping & Receiving  
Elevators

### Components:

		SQ. FT.	
<b>20.1</b>	<b>Custodial Storage</b>		
	Building Supply Storage Shelves	200	
	Repair/Maintenance Area/Work Bench	100	
	Tool Storage with lock	24	
	Counter (4 lf) with sink	32	
	Workstation OS-2	40	
	Exterior accessible storage of flammables	50	
	Bulletin board	0	<b>446</b>
<b>20.2</b>	<b>Technical Services Supplies Storage</b>		<b>150</b>
<b>20.3</b>	<b>Office Supplies Storage</b>		
	Deep bin-type shelves along 3 walls		<b>300</b>
<b>20.4</b>	<b>Display Materials Storage</b>		<b>250</b>
	<b>Total Storage Rooms</b>		<b>1,146</b>



## **21.1 Shipping & Receiving - 500 Square Feet**

The Shipping & Receiving Area serves as a mail room and a transient storage area. Shipment of new books will be received here and sent to Technical Services. A connection to the Loading Area will be needed. A sorting worktable, deep bin type shelving, book truck storage and a hand truck will be needed. Consult with staff when designing details. Construction of this room will need to assure freedom from drafts from the Loading Area.

**Occupancy:** 1 staff

**Adjacencies:** Technical Services Work Room  
Loading Area  
Storage Rooms

## **21.2 Loading Area - 600 Square Feet**

This area will provide space for loading and unloading for a van and semis. It will be connected to Shipping & Receiving.

**Occupancy:** 1 staff

**Adjacencies:** Technical Services Work Room  
Shipping & Receiving

## **Master List of Furniture and Equipment**

#	Area	Item	Qty.	Net Unit Cost	Net Extended Cost
<b>FURNITURE:</b>					
1.1	Entrance Lobby	Bench (seats 2)	1	\$2,200	\$2,200
		Information rack	1	\$4,000	\$4,000
		Catalog terminal stand	1	\$3,200	\$3,200
1.3	Friend's Storage Area	Metal shelving	26	\$250	\$6,500
1.5	Information Desk (1st floor)	Task chair	2	\$650	\$1,300
2.1	Circulation Service Desk	Task chair	4	\$650	\$2,600
2.2	Circulation Work Room	Private Office (PO-2)	1	\$8,400	\$8,400
		Workstation (OS-1)	1	\$4,300	\$4,300
		Workstation (OS-2)	5	\$3,500	\$17,500
		Storage cabinet	6	\$350	\$2,100
		Lateral file	2	\$450	\$900
3.0	General Adult Fiction	Spinning book rack	5	\$4,800	\$24,000
		Reader table (seats 2)	2	\$3,800	\$7,600
		Reader chair	4	\$600	\$2,400
		Equipment table (seats 4)	2	\$3,800	\$7,600
		Equipment chair	4	\$575	\$2,300
		Catalog terminal	4	\$3,200	\$12,800
		Lounge chair	25	\$1,900	\$47,500
		Occasional table	6	\$1,440	\$8,640
3.5	Information Desk (3rd floor)	Task chair	2	\$650	\$1,300
4.0	Audiovisual/Media	Reader table-laptop (seats 2)	1	\$3,800	\$3,800
	Collections	Reader chair	2	\$600	\$1,200
		Equipment table (seats 2)	2	\$3,400	\$6,800
		(includes (1) CD, (1) Audio tables)			
		Equipment table (seats 4)	2	\$3,800	\$7,600
		Catalog terminal stands	3	\$3,200	\$9,600
		Equipment chair	15	\$575	\$8,625
5.0	Project Read	Private office (PO-2)	1	\$8,400	\$8,400
		Workstation (OS-3)	3	\$5,000	\$15,000
		Workstation (SS-1)	1	\$5,700	\$5,700
		Guest chair	3	\$400	\$1,200
		Conference table	1	\$700	\$700
		Conference chair	6	\$400	\$2,400
		Storage cabinet	1	\$350	\$350
		Metal shelving	6	\$500	\$3,000
		Low display table	1	\$2,000	\$2,000

#	Area	Item	Qty.	Net Unit Cost	Net Extended Cost
5.0	Project Read Computer Lab	Task chairs	9	\$400	\$3,600
		Training table	4	\$500	\$2,000
6.1	Children's Services	Reader table (seats 4)	13	\$4,800	\$62,400
		Reader chair (stools)	52	\$150	\$7,800
		Equipment table (seats 2)	7	\$3,400	\$23,800
		Equipment table (seats 4)	4	\$3,800	\$15,200
		Equipment chair	30	\$575	\$17,250
		Lounge chair	2	\$1,900	\$3,800
		Children's display	2	\$15,000	\$30,000
		Task chairs (at service desk)	3	\$650	\$1,950
6.1	Nursing Room	Lounge chair	1	\$1,900	\$1,900
6.2	Children's Workroom	Private office (PO-2)	1	\$8,400	\$8,400
		Workstation (OS-2)	6	\$3,500	\$21,000
		Work table	1	\$700	\$700
		Lateral files	2	\$450	\$900
7.1	Information Services	Task chair (at service desk)	3	\$650	\$1,950
		Reader table (seats 2)	15	\$3,800	\$57,000
		Reader table (seats 4)	3	\$4,800	\$14,400
		Reader chair	50	\$600	\$30,000
		Equipment table (seats 4)	6	\$3,800	\$22,800
		Equipment chair	22	\$575	\$12,650
		Lounge chair	2	\$1,900	\$3,800
		Index table	2	\$5,400	\$10,800
7.1	Quiet Reading Area	Reader tables, single place	24	\$3,360	\$80,640
		Reader chair	24	\$600	\$14,400
		Pamphlet files	18	\$650	\$11,700
		Map case	2	\$3,500	\$7,000
7.2	Copy Center	Storage Cabinet	1	\$550	\$550
		Sorting tables	2	\$700	\$1,400
7.3	Business Reference Services	Reader table (seats 4)	4	\$4,800	\$19,200
		Reader chair	16	\$600	\$9,600
		Equipment table (seats 4)	1	\$3,800	\$3,800
		Equipment chair	4	\$575	\$2,300
		Index table	1	\$5,400	\$5,400
		Lounge chair	8	\$1,900	\$15,200
		Lateral file	1	\$450	\$450
7.4	Information Services	Private office	1	\$8,400	\$8,400
	Workroom	Workstation	15	\$4,300	\$64,500

#	Area	Item	Qty.	Net Unit Cost	Net Extended Cost
		Storage cabinet	2	\$550	\$1,100
		Lateral file	2	\$450	\$900
		Metal shelving	5	\$500	\$2,500
8.2	Quiet Study - Second Floor	Study table (seats 2)	4	\$2,160	\$8,640
		Study table (seats 4)	2	\$2,400	\$4,800
		Study chair	16	\$575	\$9,200
8.2	General Adult Nonfiction	Reader table (seats 1)	10	\$3,360	\$33,600
		Reader table (seats 2)	20	\$3,800	\$76,000
		Reader table (seats 4)	5	\$4,800	\$24,000
		Reader chair	70	\$600	\$42,000
		Catalog terminal stand	8	\$3,200	\$25,600
8.2	Individual Study Rooms (2 person)	Study table (seats 2)	8	\$2,160	\$17,280
		Study chair	16	\$575	\$9,200
10.0	Current Periodicals	Reader table (seats 2)	4	\$3,800	\$15,200
		Reader table (seats 4)	6	\$4,800	\$28,800
		Reader chair	32	\$600	\$19,200
		Equipment table (seats 2)	1	\$3,400	\$3,400
		Equipment chair	2	\$575	\$1,150
		Lounge chair	15	\$1,900	\$28,500
11.0	Periodical Back Files	Equipment table (seats 4)	3	\$3,600	\$10,800
		Equipment chair	12	\$575	\$6,900
12.0	Young Adult Collection	Reader table (seats 1)	2	\$3,360	\$6,720
		Reader table (seats 2)	4	\$3,800	\$15,200
		Reader chair	10	\$600	\$6,000
		Equipment table (seats 4)	2	\$3,800	\$7,600
		Equipment chair	8	\$575	\$4,600
		Lounge chair	8	\$1,900	\$15,200
12.0	Y.A. Group Study - Third Floor	Study table (seats 4 to 6)	3	\$2,400	\$7,200
		Study chair	18	\$575	\$10,350
12.5	Coffee Bar	Café table	6	\$1,200	\$7,200
		Café chair	12	\$550	\$6,600
13.0	Student Research Center	Equipment table (seats 2)	4	\$3,400	\$13,600
		Equipment chairs	8	\$575	\$4,600
		Readers tables (seats 4)	4	\$4,800	\$19,200
		Reader chair	16	\$600	\$9,600
14.1	Major Meeting Room	Folding conference table	10	\$800	\$8,000

#	Area	Item	Qty.	Net Unit Cost	Net Extended Cost
		Stacking chair	150	\$300	\$45,000
		Chair dolly	25	\$350	\$8,750
		Metal shelving	12	\$250	\$3,000
14.3	Program Room	Folding conference table	8	\$800	\$6,400
		Stacking chair	50	\$300	\$15,000
		Chair dolly	7	\$350	\$2,450
		Credenza	1	\$2,800	\$2,800
		Visual board	1	\$950	\$950
14.3	Conference Room	Stacking chair	24	\$300	\$7,200
		Visual board	1	\$950	\$950
14.5	Training Room	Training table	7	\$500	\$3,500
		Conference chair	13	\$400	\$5,200
		Storage cabinet	1	\$550	\$550
		Bulletin/marker board	1	\$300	\$300
16.0	Administration/Administration Support	Private Office (PO-2)	3	\$8,400	\$25,200
		Private Office (PO-1)	1	\$14,000	\$14,000
		Workstation (OS-3)	1	\$5,000	\$5,000
		Workstation (SS-3)	2	\$5,000	\$10,000
		Workstation (OS-1)	1	\$4,300	\$4,300
		Workstation (SS-1)	1	\$5,700	\$5,700
		Lounge chair	4	\$1,600	\$6,400
		Small bookshelf	1	\$300	\$300
		Conference table	1	\$700	\$700
		Occasional table	1	\$600	\$600
		Conference chair	4	\$400	\$1,600
		Lateral file	3	\$650	\$1,950
		Storage cabinet	5	\$350	\$1,750
		Metal shelving	6	\$250	\$1,500
		Bulletin/marker board	1	\$300	\$300
16.1	Admin. Conference Room	Conf. Table (seats 12)	1	\$9,000	\$9,000
		Study chair	12	\$575	\$6,900
		Credenza	1	\$2,800	\$2,800
		Visual board	1	\$950	\$950
17..0	Technical Services Work Area	Workstation (OS-1)	11	\$4,300	\$47,300
		Workstation (SS-2)	1	\$5,700	\$5,700
		Metal shelving	10	\$500	\$5,000
17.0	Technical Services Meeting Room	Conf. table (seats 12)	1	\$2,800	\$2,800
		Conference chair	12	\$400	\$4,800
		Credenza	1	\$2,000	\$2,000
		Bulletin/marker board	1	\$300	\$300

#	Area	Item	Qty.	Net Unit Cost	Net Extended Cost
18.2	Computer Storage & Staging	Task chair	2	\$400	\$800
		Metal Shelving	2	\$500	\$1,000
19.0	Staff Facilities	Lounge chair	8	\$1,600	\$12,800
		Occasional table	4	\$600	\$2,400
		Lunch table (seats 4)	4	\$400	\$1,600
		Stacking chair	16	\$300	\$4,800
20.1	Custodial Storage	Workstation (OS-2)	1	\$3,500	\$3,500
		Work table	1	\$700	\$700
		Storage cabinet	1	\$550	\$550
		Bulletin/marker board	1	\$300	\$300
		Metal Shelving	2	\$500	\$1,000
	<b>Subtotal Furniture</b>				<b>\$1,650,945</b>
	5% Contingency				\$82,547
					<b>\$1,733,492</b>
	43% Necessary Soft Costs				\$745,402
	(Freight, Tax, Installation, Delivery, Order Placement, Vendor Profit, etc.)				
	<b>Total Furniture</b>				<b>\$2,478,894</b>
	<b>EQUIPMENT:</b>				
		PLAN System Installation			\$96,000
		Self check stations	2	\$28,600	\$57,200
		Computers and printers: Staff	75	\$2,500	\$187,500
		Public	93	\$2,500	\$232,500
		Microfiche/film readers/printers	5	\$11,000	\$55,000
		FAX machines	4	\$1,860	\$7,440
		TTY	2	\$1,000	\$2,000
		Audio-Visual Equipment:			
		Major Mtg. Room	1	\$66,150	\$66,150
		Training Room	1	\$52,650	\$52,650
		Conference Room/Program Room	1	\$62,450	\$62,450
		Administration Conference Room	1	\$41,850	\$41,850
		Book Security	1	\$25,000	\$25,000
		Miscellaneous			\$50,000
	<b>Subtotal Equipment</b>				<b>\$935,740</b>
	5% Contingency				\$46,787
	<b>Total Equipment</b>				<b>\$982,527</b>
	<b>Subtotal Furniture and Equipment</b>				<b>\$3,461,421</b>



#	Area	Item	Qty.	Net Unit Cost	Net Extended Cost
	<b>Inflation Adjustment Cost</b>				
	(4.5% per year compounded for 3 years. Based on August 2005 installation date)				
	August 2002-2003			\$155,764	
	August 2003-2004			\$162,773	
	August 2004-2005			\$170,098	<b>\$488,635</b>
	<b>GRAND TOTAL FURNITURE AND EQUIPMENT</b>				<b>\$3,950,056</b>

## **VII. Preliminary Project Budget**

**San Mateo New Main Library**  
**Preliminary Project Budget**

<b>Item</b>		<b>Cost</b>
1.	Construction Cost	\$43,450,150
2.	Architectural and Engineering Fee	5,303,775
3.	Site Acquisition	1,283,000
4.	Furniture and Equipment	3,950,056
5.	Temporary Building/Moving	2,112,830
6.	Construction/Project Management	2,571,514
7.	Other Consultants	1,121,275
8.	Administrative Costs	526,772
9.	Fees and Permits	260,050
10.	Artwork	395,150
	<b>Total</b>	<b>\$60,974,572</b>

## **Appendices**

## **APPENDIX A – San Mateo New Main Library**

### **Focus Group Participants (Initial Study)**

Atkins, Sharon- Member, Board of Trustees  
Atkinson, Larry -Focus Group Participant  
Bagleman, Jo -Focus Group Participant  
Bengali, Sohail- Focus Group Participant  
Bhalla, Neelan -Focus Group Participant  
Branzburg, Maxine -Library Assistant II -Circulation Department  
Burger, Raymond G. -Focus Group Participant  
Calhoun, William -Library Team Coordinator -Branches, Automation  
Canzian, Sheila -Director, Parks & Recreation  
Cohn, Susan -Focus Group Participant  
Collette, Thomas -Secretary -Board of Trustees  
Crispieri, Jean -Library Team Coordinator -Volunteers, Project Read, Foundation, Fund Development  
Croce, Arne -San Mateo City Manager  
Crowe, Linda -Executive Director, Peninsula Library System  
Crowl, Diane -Senior Library Assistant -Circulation Department  
Damelio, Rick -Focus Group Participant  
Diamond, Liz -City of San Mateo, City Engineer (Parking)  
Draper, John -Focus Group Participant  
Egan, Margaret -Focus Group Participant  
Elfving, Richard -Library Assistant I -Technical Services & Circulation  
Ervin, Diane -Focus Group Participant  
Evers, Barbara -Focus Group Participant  
Fick, Ron- Focus Group Participant  
Frank, Dennis -Parks & Recreation Landscape Architect  
Gabbay, Nancy -Focus Group Participant  
Gardner, Angela- Focus Group Participant  
Gossett, Chet -City of San Mateo, Maintenance Division  
Hall, Allan -Librarian II -Reference Department Hall, Kurt -Courier  
Harp, Collette -Administrative Clerk -Audiovisual Department  
Heintzberger, Henry -Friends of the Library  
Heintzberger, Vicky -Friends of the Library  
Hencel, William -Focus Group Participant  
Henegar, Sharon- Library Team Coordinator, Children's Services and Circulation Departments  
Hill, Carol -Librarian II -Reference Department  
Hongo, Florence M. -Focus Group Participant  
Humphrey, Marge -Focus Group Participant  
Jackson, Audrey- Focus Group Participant  
Jacobsen, Laurel -Focus Group Participant  
Jalonen, Nancy -Focus Group Participant  
Janok, Linda -Senior Library Assistant -Hillsdale Branch Library

Jocius, Pat -City of San Mateo Emergency Coordinator  
 Johnson, Ed -Focus Group Participant  
 Kunnath, Rick -Focus Group Participant  
 Kautz, Barbara -City of San Mateo, Community Development Director  
 Kerwin, Yvonne- Administrative Clerk -Business Office  
 Koo, Rosalyn -Focus Group Participant  
 LeClaire, Anne -Focus Group Participant  
 Lempert, Susan -City of San Mateo, Deputy Mayor  
 Leung, Rhonda -Focus Group Participant  
 Litvak, Susan -Focus Group Participant  
 Loftus, Susan -City of San Mateo, Assistant City Manager (MIS & Communications [Dispatch ])  
 Lubovich, Linda -Library Team Coordinator; Reference and Technical Services  
 McCue, Lois -Librarian II -Reference Department  
 McDonald, Willie -City of San Mateo, Fire Chief  
 McEntee, Tom- Senior Library Assistant -Reference Department  
 McGuire, Pat -Focus Group Participant  
 McKittrick, Bob -Focus Group Participant  
 McLaughlin, Devon -Librarian II -Technical Services & Reference Departments  
 Marblestone, Deirdre -Focus Group Participant  
 Mason, John -Focus Group Participant  
 Mingram, Pauline -Library Operations Manager  
 Mitchell, Tim -Focus Group Participant  
 Moss, Sonja -Library Assistant II -Reference Department, Interlibrary Loan  
 Muehlbauer, Bob -City of San Mateo, Neighborhood and Housing  
 Nantell, James -City of San Mateo, Deputy City Manager (Labor Relations, Personnel)  
 Nawahine, Lynn -President, Library Board of Trustees  
 Neustad, Sam -Focus Group Participant  
 Ouye, Kathleen G. -City Librarian  
 Perez, Raphael- Focus Group Participant  
 Phung, Theresa -Library Assistant II -Children's Services Department  
 Quinn, Gaye -City of San Mateo, Chief of Planning  
 Rafiq, Jan -Focus Group Participant  
 Rarden, Anne -Focus Group Participant  
 Roberts, Roger- Focus Group Participant  
 Rose, Dennis -Electrician -City of San Mateo  
 Rouhani, Farideh -Administrative Clerk I -Business Office  
 Rujibhan, Karoon -Custodian  
 Saffo, Paul- Focus Group Participant  
 Salazar, Beth- Focus Group Participant  
 Sanchez, Bertha -Focus Group Participant  
 Sandholm, Kay- Senior Library Assistant -Technical Services  
 Schwartz, Kenneth Dr. -Vice-President Board of Trustees & Liaison to Building Project  
 Sminitus, Jackie – Focus Group Participant  
 Smith, Bob – Focus Group Participant

Spady, Linda – City of San Mateo, Manager for Organizational Development and Personnel  
Spiegle, Barbara Boyer – Focus Group Participant  
Steinrock, James – Focus Group Participant  
Stone, Anne – Member, Board of Trustees  
Sullivan, Dennis – Focus Group Participant  
Swanson, Geraldine – Focus Group Participant  
Untiedt, Mary – Library Assistant II – Acquisitions – Technical Services Department  
Untiedt, Nolan – Focus Group Participant  
Vaskellis, Frank – San Mateo Community College District – Network Manager, Peninsula Library System  
Voice, Doris – Focus Group Participant  
Walsh, Rory Anne – City of San Mateo, Senior Planner  
Weiss, Bob – Focus Group Participant  
Whinhall, Ralph – Focus Group Participant  
Whitaker, Diane – Focus Group Participant  
Whitecar, Diana – City of San Mateo, Economic Development and Business Assistance Manager  
Williams, Craig – City of San Mateo, Manager of Management Information Systems  
Williams, Jacquie E. – Executive Secretary  
Williams, Jane, Dr. – Focus Group Participant  
Woodruff, Evelyn – Librarian II – Technical Services Department  
Yates, Gary – City of San Mateo, Mayor  
Ysselstein, Georgia – Project Read  
Yuen, Carolyn – Administrative Clerk II – Business Office

## APPENDIX B - San Mateo New Main Library

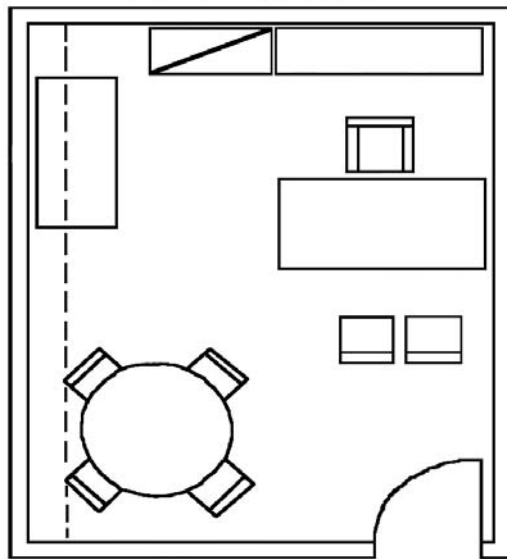
### Typical Office and Work Space Allowances

(Does not indicate actual furniture which varies from station to station)

#### PO - Private Office - With Walls

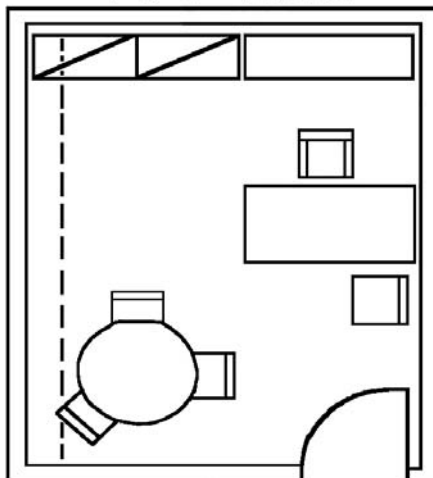
##### Private Office Standard

PO-1 - 250 sf



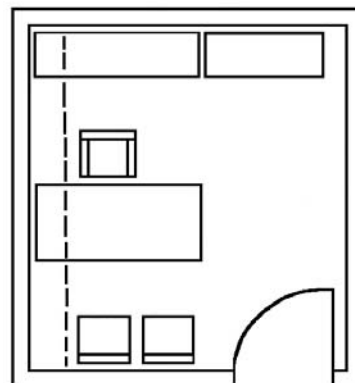
##### Private Office Standard

PO-2 - 180 sf



##### Private Office Standard

PO-3 - 120 sf





OS - Open Workstations  
No Walls or Partitions

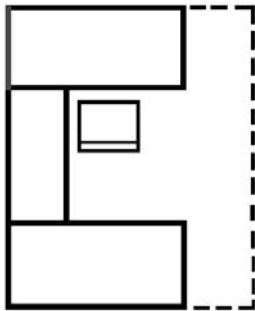
Workstation Standard

OS-1 60 NSF

Desk, Secretarial Chair

Back Layout Table

Nominal Size 7'x9'

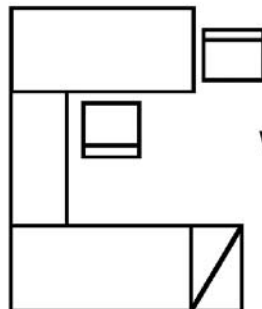
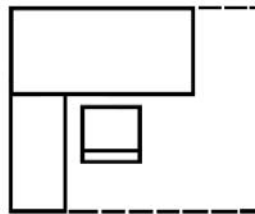


Workstation Standard

OS-2 40 NSF

Desk, Secretarial Chair

Nominal Size 7'x6'



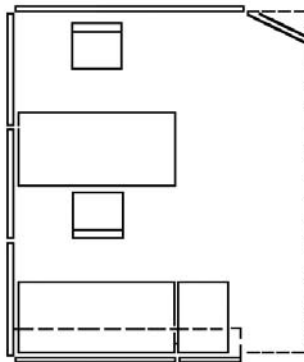
Workstation Standard

OS-3 85 NSF

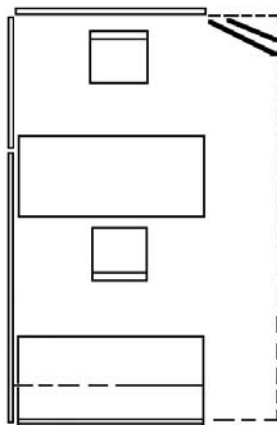
## SS - Partially Closed Workstations With Partitions

### Work Station Standard SS-1

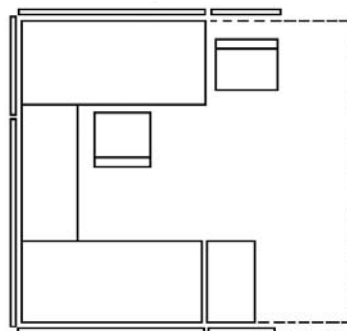
110 NSF



SS-2 / 85 NSF



SS-3 / 83 NSF



### Collections and Shelving (3.0 Vol/Capita and Languages @ 15%)

[illegible]

		Current size	% Growth	Target size	% on Shelf	Vols to Shelve	Items/LF	LF Needed	Shelving	Sh/Sect
	<b>Total Books</b>	<b>200,564</b>	<b>56%</b>	<b>312,368</b>		<b>251,060</b>		<b>28,179</b>		

Sect Needed	SF Need
117	1,400
50	600
50	600
643	7,714
220	2,642
33	411
16	204
23	280
115	1,380
5	191
15	175
7	84
9	104
1,085	13,185
<b>1,302</b>	<b>15,785</b>
18	211
24	292
<b>42</b>	<b>503</b>
9	108
151	1,814
45	538
181	2,176
52	624
8	14
8	98
446	5,264
<b>455</b>	<b>5,372</b>

Sect Needed	SF Need
<b>1,798</b>	<b>21,660</b>

APPENDIX D - San Mateo New Main Library				
Collection Growth Plan				
	<u>Current size</u>	<u>% of Growth</u>	<u>Target size</u>	
<b>Books:</b>				
Adult	167,977	27%	214,062	
YA	4,353	117%	9,460	
Children	28,234	215%	88,846	
<b>Subtotal</b>	<b>200,564</b>	<b>56%</b>	<b>312,368</b>	
<b>AV Media:</b>				
Adult and YA*	4,766	298%	18,975	
Children	774	707%	6,250	
<b>Subtotal</b>	<b>5,540</b>	<b>355%</b>	<b>25,225</b>	
<b>Total Books and Audiovisual Collection</b>				<b>337,593</b>
	<u>Adult</u>	<u>YA*</u>	<u>Children</u>	<u>Total</u>
<b>Books:</b>				
Reference - high	14,700			14,700
Reference - low	3,150		650	3,800
Reference/School Research Skills Center			546	546
Business Reference	3,150			3,150
Nonfiction	108,900		30,229	139,129
Fiction	37,300	3,370	11,216	51,886
New Nonfiction	4,602			4,602
New Fiction	3,560			3,560
Large Type	4,000			4,000
Non English Languages	27,600			27,600
Paperbacks - spinners	5,000			5,000
Paperbacks - zigzag		6,090		6,090
Project Read	2,100			2,100
Picture Books			30,605	30,605
Languages			15,600	15,600
<b>Total</b>	<b>214,062</b>	<b>9,460</b>	<b>88,846</b>	<b>312,368</b>
<b>Audiovisual Collection:</b>				
Audio Books	4,475		500	4,975
CDs	6,000		1,000	7,000
Cassettes	1,000		500	1,500
CDRoms	1,000		1,500	2,500
DVDs	2,500		1,500	4,000
Language Learning	750			750
Videos	2,000		500	2,500
New Formats	1,250		750	2,000
<b>Total</b>	<b>18,975</b>		<b>6,250</b>	<b>25,225</b>
<b>Total Books &amp; AV Collection</b>	<b>233,037</b>	<b>9,460</b>	<b>95,096</b>	<b>337,593</b>
* YA Audiovisual included in Adult Audiovisual collection				

**APPENDIX E - San Mateo New Main Library  
Public Seating and Computers**

Based on ALA's *Functional Space Requirements* and consultant experience.

		seat type	# tables	# seats	SF each	SF total
<b>General Public Seating:</b>						
1.1	Entrance/Lobby	2-pl bench	0	2	18	36
1.4	Coffee Bar	2-pl tables	6	12	25	300
3.0	Adult Fiction Area	lounge chair	0	25	36	900
3.0	Adult Fiction Area	2-pl tables	2	4	25	100
3.0	Adult Fiction Area	occasional table	6	0	0	0
4.0	Audiovisual Collection	2-pl tables	1	2	25	50
6.1	picture book area	4-pl tables	3	12	22	264
6.1	picture book area	2-pl lounge chairs	0	4	22	88
6.1	children's book collection area	4-pl tables	10	40	25	1000
7.1	Info Services Area, 2nd flr & Ref Coll	index tables	2	8	25	200
7.1	Info Services Area, 2nd flr & Ref Coll	4-pl tables	3	12	25	300
7.1	Info Services Area, 2nd flr & Ref Coll	2-pl tables	10	20	25	500
7.1	Info Services Area, 2nd flr & Ref Coll	2-pl carrels	5	10	36	360
7.1	Quiet Reading Area	1-pl tables	24	24	25	600
7.3	Business Reference Services	4-pl tables	4	16	25	400
7.3	Business Reference Services	index tables	1	4	25	100
7.3	Business Reference Services	lounge chairs	0	8	36	288
8.2	Adult Nonfiction Collection Area	4-pl tables	5	20	25	500
8.2	Adult Nonfiction Collection Area	2-pl tables	10	20	25	500
8.2	Adult Nonfiction Collection Area	1-pl carrels	10	10	36	360
8.2	Adult Nonfiction Collection Area	2-pl carrels, wired	10	20	36	720
8.2	Quiet Study Room	2-pl tables	4	8	25	200
8.2	Quiet Study Room	4-pl tables	2	8	25	200
10.0	Current Periodicals	2-pl tables	4	8	25	200
10.0	Current Periodicals	4-pl tables	6	24	25	600
10.0	Current Periodicals	lounge chairs	0	15	36	540
12.0	Young Adults Area	1-pl tables	2	2	25	50
12.0	Young Adults Area	2-pl tables	4	8	25	200
12.0	Young Adults Area	lounge chairs	0	8	36	288
13.0	Student Research Center	4-pl. tables	4	16	25	400
	<b>Subtotal General Seating</b>		<b>138</b>	<b>370</b>		<b>10244</b>



<b>Computer &amp; Equipment Seating:</b>			Total #	# seats		
4.0	Audiovisual Collection	AV/MM wkstn, 2-pl sitdown	2	4	24	96
4.0	Audiovisual Collection	AV/MM wkstn, 4-pl sitdown	2	8	12	96
6.1	children's book collection area	AV/MM wkstn, 2-pl sitdown	7	14	24	336
11.0	Periodical Backfiles	microfiche/film r/p	4	4	36	144
<b>Sub-total Equipment Seating</b>			<b>15</b>	<b>30</b>	<b>96</b>	<b>672</b>
3.0	Adult Fiction Area	computer wkstn, sitdown	4	4	36	144
4.0	Audiovisual Collection	computer wkstn, sitdown	3	3	36	108
5.0	Project Read Computer Lab	computer wkstn, sitdown	4	4	50	200
6.1	Children's computers	computer wkstn, sitdown	15	15	36	540
7.1	Information Services	computer wkstn, sitdown	22	22	40	880
7.3	Business Reference Services	computer wkstn, sitdown	4	4	40	160
10.0	Current Periodicals	computer wkstn, sitdown	2	2	36	72
11.0	Periodical Backfiles	computer wkstn, sitdown	8	8	36	288
12.0	Young Adults Area	computer wkstn, sitdown	5	5	36	180
13.0	Student Research Center	computer wkstn, sitdown	4	8	36	288
14.5	Training Room	computer wkstn, sitdown	12	12	36	432
<b>Subtotal computer seating</b>			<b>83</b>	<b>87</b>	<b>418</b>	<b>3292</b>
<b>Total computer &amp; equipment seating</b>			<b>98</b>	<b>117</b>	<b>514</b>	<b>3964</b>
1.1	Entrance/Lobby	computer wkstn, standup	2	0	16	0
8.1	Adult Nonfiction Collection Area	computer wkstn, standup	8	0	16	336
<b>Subtotal computer stand-up</b>			<b>10</b>	<b>0</b>	<b>32</b>	<b>336</b>
<b>Total Computers</b>			<b>93</b>	<b>87</b>	<b>450</b>	<b>3628</b>
<b>Meeting &amp; Programming Seats:</b>						
6.1	Children's program room	floor seating	0	50	10	500
8.2	Individual Study Rooms (Nonfic) x 8	2-pl tables	8	16	25	400
12.0	Y.A. Group Study Rooms x 3	6-pl tables	3	18	25	450
14.1	Major Meeting Room	stacking chairs	0	150	15	2250
14.2	Program Room (40 A or 50 J)	floor seating	0	50	10	500
14.3	Conference Room	conference tables	4	24	20	480
<b>Subtotal Mtg/Program Seating</b>			<b>15</b>	<b>308</b>	<b>105</b>	<b>4580</b>
<b>Total Seating</b>			<b>251</b>	<b>795</b>	<b>619</b>	<b>18788</b>



stand-up
stand-up

## **APPENDIX F – San Mateo New Main Library**

### **NEW LIBRARY COMMITTEE**

**David Bohannon II**

Bohannon Development Company  
Member, Library Foundation Capital  
Campaign Cabinet

**Dorothy Chow**

Member, Human Resources Commission  
President, United Homeowners Association  
(umbrella organization for all homeowner groups  
in San Mateo)

**Paul Gumbinger**

Architect  
Former Mayor of San Mateo

**Nancy Jalonen**

Member, Library Board of Trustees  
Member, Library Foundation Capital  
Campaign Cabinet

**Jan Lamphier**

Library user, parent, grandparent

**Lynn Nawahine, CFRE**

Former member, Library Board of Trustees  
Member, Library Foundation Capital  
Campaign Major Gifts Committee

**Roberto Noceda**

Teacher

**Dr. Ken Schwartz**

Member, Library Board of Trustees  
Member, Library Foundation Board of  
Directors

**Gary Sprague**

Member, Parks and Recreation Commission  
Director, Baywood Homeowners  
Association Board of Directors

**Staff:****Arne Croce**

City Manager

**Mike Ogaz**

Assistant City Attorney

**K.G. Ouye**

City Librarian

**Pauline Mingram**

Library Operations Manager

**Barbara Kautz**

Assistant City Manager  
Director of Civic Facilities

## **APPENDIX G - San Mateo New Main Library**

### **Planning Guides and Sources Cited**

Altman, Ellen, editor. Local Public Library Administration. ALA, 1980.

Brawner, Lee and Donald Beck. Determining Your Library's Future Size: A Needs Assessment Planning Tool. ALA 1996.

Brown, Carol R. Planning Library Interiors. Oryx Press, 1995.

California Cities, Towns and Counties. Information Publications, 2001.

Holt, Raymond M. Planning Library Buildings and Facilities: From Concept to Completion. Scarecrow Press, Inc., 1989.

Projections 2002: Forecasts for the San Francisco Bay Area to the Year 2025. Association of Bay Area Governments, 2001.

Wheeler, Joseph L. and Herbert Goldhorns. Practical Administration of Public Libraries. Harper & Row, 1981.